

## Beyonics Code of Business Conduct & Ethics

### 1. INTRODUCTION AND EFFECTIVE DATE 引言和有效日期

#### 1.1 Introduction 引言

**1.1.1** The Code of Business Conduct and Ethics (the “Code”) is designed to help Employees understand their responsibilities as employees of Beyonics in their business conduct. It provides a framework of our values and ethical standards. It is also the basis for ethical behavior of Employees’ dealings with fellow employees, customers, government officials, regulators and communities in which we operate. Our reputation for integrity and fair dealing is essential to our existence as a business entity.

“商业行为和道德准则”（“准则”）旨在帮助员工了解他们在商业行为中作为超煜员工的职责。它提供了我们的价值观和道德标准的框架。它也是员工与我们经营的同事，客户，政府官员，监管机构和运营所在社区的道德行为的基础。我们的诚信和公平交易的声誉对我们作为一个商业实体的存在是至关重要的。

**1.1.2** The Code is not intended to cover every issue or situation that each of us may face. It should be used as a set of guiding principles in addition to all other relevant company policies.

“准则”并非旨在涵盖我们每个人可能面对的每一个问题或情况。除了公司相关政策外，它还被运用作为内部指导原则。

**1.1.3** For more serious concern, please refer to Beyonics Whistleblowing Policy & Procedures for guidance.

针对较严重事故，请参阅“超煜举报政策和程序”文件。

#### 1.2 Application and Effective Date 适用及有效日期

**1.2.1** The Code and all amendments and revisions from time to time thereto, shall apply to all Employees, and shall unless otherwise stated, take effect from the revision date, as posted on the Intranet.

本“准则”及其随时对其进行的所有修订和修订应适用于所有员工，除非另有说明，否则应从内部网上公布的修订日期起生效。

### 2. RESPONSIBILITIES 职责

#### 2.1 Employee Responsibility 雇员的职责

**2.1.1** It is the responsibility of each employee to ask questions, seek guidance and express any concerns regarding compliance with the Code. Every employee should be aware and abide by the Code, regardless of his/her job or geographical location. 每个员工有责任提出问题，对有关遵守此准备的相关事宜，存在疑虑之处要表明并寻求指导。每个员工都应该知道到遵守该准则，不论他/她的工作或身处何地。

**2.1.2** Each employee is required to acknowledge that he/she has read, understood and to confirm that he/she will comply with the Code and make all necessary disclosures required under the Code.

每个员工都必须确认他/她已经阅读，理解并确认他/她将遵守准则，并根据准则所要求的所有必要的披露。

#### 2.2 Management and Supervisors Responsibilities 管理层和主管的职责

**2.2.1** No employee who is in a management or supervisory role shall allow the occurrence of illegal or unethical behavior by his/her direct or indirect subordinates. It is the

responsibility of each employee in a management or supervisory role to take immediate action to stop any such illegal or unethical behavior of his/her direct or indirect subordinate and to report to the HR Department as soon as possible upon him/her having knowledge of the same.

任何处于管理或监督角色的员工不得允许其直接或间接下属发生非法或不道德的行为。每个处于管理或监督角色的员工有责任立即采取行动，阻止他/她的直接或间接下属的这种非法或不道德的行为，并在知道他/她的情况后尽快向人力资源部如实报告。

### **3. Professional Conduct 专业行为**

- 3.1.1** Employees are expected at all times to conduct themselves in a positive and professional manner in order to promote the best interests of Beyonics. Beyonics standard for integrity and business ethics must be maintained at all times. To maintain that standard, employees must comply with the Code and exercise good judgment in their decisions and actions.

员工被期望在任何时候以积极和专业的方式行事，以促进超煜的最佳利益。必须始终保持超煜诚信和商业道德的标准。为了保持这一标准，员工必须遵守“准则”并在其决定和行动中做出良好的判断。

- 3.1.2** Conduct that is abusive or interferes with the business operations, or business interests of Beyonics, or is offensive to external parties or other employees is not acceptable and will not be condoned.

滥用或干扰超煜的业务运营或商业利益，或对外部各方或其他员工冒犯的行为是不可接受的，不会被宽恕。

### **3.2 Anti-Harassment 反骚扰**

- 3.2.1** Harassment in any form based on sex, race, age, nationality, religion or any other form is not acceptable. Such harassment, which can take the form of verbal comments, physical contact or other inappropriate conduct, is not acceptable and will not be condoned.

任何形式的基于性别，种族，年龄，国籍，宗教或任何其他形式的歧视、骚扰是不能接受的。这种歧视、骚扰可能采取口头评论，身体接触或其他不当行为的形式，是不能接受的，也不会被宽恕。

### **3.3 Personal Relationship 个人关系**

- 3.3.1** To avoid potential conflict of interest situations, employee shall declare any personal relationship with any fellow employee who is subject to his/her direct supervision or with whom he/she has a direct or indirect reporting relationship. Any such relationship shall be declared to the HR Department which will evaluate the situation and make necessary recommendations where appropriate for CEO's decision.

为避免潜在的利益冲突情况，员工应声明与受其直接监督或与其直接或间接报告关系的任何同事的任何个人关系。任何此类关系应向人力资源部门披露，该部门将评估情况，并在适当时为 CEO 的决定提出必要的建议。

### **3.4 Safe Workplace 安全工作场所**

- 3.4.1** Employees must observe and comply with all safety rules at the workplace stipulated by the Workplace Safety & Health Act. It is each Employee's responsibility to promote an injury free & safe workplace, free from violence and harm. Employees must report any work-related accidents and injuries, hazardous or threatening situations or violent behavior to his/her supervisor or HR department.

员工必须恪守并遵循“工作场所安全与健康法”规定的工作场所的所有安全规则。每个员工都有责任促进无伤害和安全的工作场所，免受暴力和伤害。员工必须向他/她

的主管或人力资源部报告任何与工作有关的事故和伤害，危险或威胁情况或暴力行为。

#### **4. BUSINESS PRACTICES 业务实践**

##### **4.1 Compliance with Laws, Rules and Regulations 遵守法律，法规和规章**

**4.1.1** In addition to the Code, employees must comply with all applicable government laws, rules and regulations. In the course of each employee's day-to-day work, it is appropriate to acquire knowledge of the legal requirements relating to his/her job scope and to seek legal advice where necessary.

除“准则”外，员工必须遵守所有适用的政府法律，法规和规章。在每个员工的日常工作过程中，了解与他/她的工作范围有关的法律要求并在必要时寻求法律咨询是适当的。

**4.1.2** Violations of any applicable government laws, rules and regulations may subject employees to individual criminal or civil liability, and disciplinary actions by Beyonics.

违反任何适用的政府法律，法规和法规可能导致员工个人犯有刑事或民事责任，并受到超煜的纪律处分。

##### **4.2 Disclosure and Accounting Standards 披露和会计准则**

**4.2.1** Beyonics strives to provide full, fair, accurate, timely and understandable disclosure in reports and documents that the company file, or submit to any regulatory body, or is disclosed in public communication. We are committed to comply with all applicable laws requiring any material information relating to our business.

超煜努力在提交或呈交给任何监管机构或在公开沟通中披露的报告和文件中提供全面，公正，准确，及时和可理解的披露。我们承诺遵守所有适用的法律，要求提供与我们业务相关的任何重要信息

**4.2.2** All corporate records, financials or accounting are subject to audit, and financial records must be maintained in accordance with the requirements of law and accepted accounting standards. No undisclosed or unrecorded account, fund or asset shall be established or maintained. No false or misleading entries shall be made in accounting books or records. All payments to employees or vendors/contractors and any other parties must be properly approved and signed by authorized signatories.

所有公司记录，财务或会计都要接受审计，财务记录必须按照法律要求和公认的会计准则进行维护。不得建立或维持未公开或未记录的账户，基金或资产。会计账簿或记录中不得出现虚假或误导性条目。向雇员或供应商/承包商和任何其他方支付的所有款项必须由授权签字人正确批准和签署。

##### **4.3 Accuracy and Integrity of Record Keeping 记录保存的准确性和完整性**

**4.3.1** All financial books, records and accounts must accurately reflect the transactions and events; and employee records must be maintained and shall be disposed of properly. Records are a vital part of maintaining a high level of ethical business transactions.

所有财务账簿，记录和账目必须准确反映交易和事件；员工记录必须保持并妥善处理。记录是维持高水平的道德商业交易的重要组成部分。

##### **4.4 Gifts and Entertainment 礼品和招待**

**4.4.1** Beyonics has many customers, suppliers and other business partners, all of whom are vital to Beyonics' success. These relationships must be based on sound

business practices and fair dealings. Acting with integrity is one of Beyonics' core values. Our Code of Business Conduct and Ethics explains how we all need to act in order to comply with this.

超煜公司有许多客户，供应商和其他业务合作伙伴，他们对超煜的成功至关重要。这些关系 必须基于良好的商业惯例和公平交易。诚信做事是超煜核心价值观之一。我们的商业行为与道德准则阐述了我们所有人该如何采取行动以遵守该准则。

#### 4.4.2 Gifts and entertainment, both accepting and providing, shall:

- impose no sense of obligation on the recipient thereby compromise his/her ability to act in the best interests of Beyonics
- be appropriate to reciprocate in a similar manner at company expense
- in no way affect commercial decision making, improperly influence, or appear to improperly influence business decisions
- cause no embarrassment to Beyonics or you if they became public.

接受和提供礼品和招待，应：

- 不在接收者身上施加任何义务责任，从而损害他/她为超煜取得最佳利益的能力
- 以适当类似的方式报销回礼
- 在各方面不影响商业决策，不造成不适当影响，或任何可能被理解成对商业决策造成不适当影响的行为
- 在事发公开后不对超煜或个人造成名誉损害。

#### 4.4.3 Gifts and entertainment of modest value that are associated with ordinary business practices, relationships or the exchange of customary reciprocal courtesies to promote general business goodwill, such as an occasional meal, are usually acceptable. Example of gifts that may be of modest value associated with ordinary business practices and customary include items bearing Beyonics or external parties' trademark or logo.

依照普遍商业惯例或商业关系，或符合当地习俗地回礼以促进良好商业关系，例如偶尔用餐，相关的适中价值的礼品和招待通常是被允许的。与普通商业惯例和符合当地习俗的适中价值礼品。例如：包括印有超煜或外文商标或徽标的物品。

(Refer to Gifts and Entertainment procedure for detailed guidance)

(请参阅礼品和招待程序文件以获得更多详情)

## 4.5 Bribery and Kickbacks 贿赂和回扣

### 4.5.1 Bribery and kickbacks are prohibited. Employees must not give or offer anything of monetary or material value, directly or indirectly, to any customer or external parties. Similarly, employees must not accept anything with a monetary or any material value, in return for giving favorable treatment to any external party.

禁止贿赂和回扣。员工不得直接或间接向任何客户、外部合作伙伴提供任何货币或有价值的物质。同样，员工不得接受具有货币或任何有价值的物质作为对任何外部方给予有利待遇的回报。

## 4.6 Fair Competition and Fair Commercial Transactions 公平竞争和公平商业交易

### 4.6.1 In the course of business transactions or dealings with customers, suppliers and competitors, we must deal fairly and shall not violate applicable Competition laws and code. For transactions amongst companies within the Beyonics, we shall comply with inter-company policies, applicable from time to time.

在与客户，供应商和竞争对手的业务交易或交易过程中，我们必须公平地处理，不得违反适用的竞争法律和法规。对于超煜内部公司之间的交易，我们将时刻遵守适用于公司的内部政策。

## **5. CONFLICT OF INTEREST 利益冲突**

- 5.1** A conflict of interest occurs whenever the prospect of direct or indirect personal gain (or the gain of an associate or family member) could influence employee's judgment or actions in the conduct of Beyonics business.

当直接或间接涉及到个人利益（或员工家庭成员的利益）可能影响员工在进行超煜业务时的判断或行为，就会发生利益冲突。

- 5.2** Conflict of interest can compromise our business conduct and ethics. While we respect the privacy of each employee in the conduct of his/her personal and financial affairs, each employee has a duty to ensure that his/her personal and financial interests do not conflict with, or appear to conflict with, their duties to Beyonics or the interests of Beyonics.

利益冲突可能损害我们的商业行为和道德。虽然我们尊重每个员工在其个人和财务事务中的隐私，但每个员工都有义务确保他/她的个人和经济利益不会与他们对于超煜的职责或超煜的利益冲突或者看似冲突。

- 5.3** Any potential direct or indirect conflict of interest as describe above must be reported to the HR Department for a decision to be made on whether a conflict of interest does exist. The employee must then take whatever course of action as determined by Beyonics to resolve the conflict. The HR department will evaluate the situation and send the relevant documents to the Head of Internal Audit for review and provide necessary recommendations to the management.

如上所述任何潜在的直接或间接利益冲突必须报告人力资源部，以决定是否存在利益冲突。然后，员工必须采取由超煜确定的任何行动来解决冲突。人力资源部将评估情形以及提供给内部审计负责人审核，并向管理层提出必要的建议。

Approvals from Site Leader, CFO and CEO for next course of action/decision are required and in the scenario where the conflict of interest involves the CFO or CEO, reporting to the Board is required.

需要获得现场负责人、首席财务官和首席执行官对下一步行动/决策的批准，如果利益冲突涉及首席财务官或首席执行官，则需要向董事会报告。

### **5.4 Outside Employment/Other Engagements 外部就业/其他雇用**

- 5.4.1** During employment with the company, employees must devote their knowledge, skills and attention to the performance of their duties. Employees' duties with Beyonics must take precedence over any other personal commitments and/or pursuits, even if they are legitimate.

在公司就业期间，员工必须将自己的知识，技能和注意力投入到履行职责中。员工与超煜的职责必须优先于任何其他个人承诺和/或追求，即使他们是合法的。

- 5.4.2** Any employee who wishes to engage or is already engaged in an outside interest must disclose his or her intention to the company through the HR department and seek approval before accepting or continuing with the appointment.

任何接受外部聘用或已经获得外部利益的员工必须通过人力资源部门向公司披露其意图，并在接受聘用或继续任命之前寻求批准。

- 5.4.3** Employees may, only upon obtaining the company's prior written consent, engage themselves, whether for reward or gratuitously, in any work or business not related to their duties in the company or undertake any external office/assignment.

员工只有在事先获得公司的书面同意后，才可以在与公司职责无关的任何工作或业务中参与，无论是奖励或无偿的，或从事任何外部办公/任务。

- 5.4.4** Employees must not engage themselves in any business that is in competition with the businesses of the company.  
员工不得从事任何与公司业务竞争的业务。

**5.5 Employment of Relatives and Close Personal Relationships 亲属的就业和密切的个人关系**

- 5.5.1** Employees should be objective if there is a need to do performance assessments of a family member or relative, if and when such situation is unavoidable.  
如果需要对家庭成员或亲戚进行绩效评估，如果这种情况不可避免，员工应该客观。

- 5.5.2** Should this situation occur, the HR department must be notified. The HR department will evaluate the situation and send the relevant documents to the Head of Internal Audit for review and provide necessary recommendations to the management.

如果发生这种情形，必须通知人力资源部，人力资源部将评估情形以及提供给内部审计负责人审核，并向管理层提出必要的建议。

**5.6 Dealing with External Parties 外部往来**

- 5.6.1** All employees are committed to act responsibly, honestly and with integrity in all dealings with external parties. All decisions and dealings with external parties must be made objectively and in Beyonics best interest, based on evaluation of suitability, price, delivery standard, quality of goods and services and/or other pertinent factors as the case may be.

所有员工都承诺在与外部各方的所有交易中以负责任，诚实和诚信的方式行事。根据对适用性，价格，交付标准，商品和服务质量和/或其他相关因素（视情况而定）的评估，必须客观地并基于对超煜利益最佳化做出与外部各方的所有决定和交易。

- 5.6.2** Any violation or possible violation of this section must be reported to the HR Department immediately for evaluation of whether any conflict of interests does exist.

任何违反或可能违反本节规定的行为必须立即报告人力资源部，以评估是否存在任何利益冲突。

**6 Competition and Fair Dealings 竞争和公平交易**

- 6.1** No employee may use his/her position as an employee of Beyonics to derive or secure any personal, financial or other benefit for themselves, their immediate family members or relatives which results in conflict of interest. Likewise, no employee may use his/her position as an employee of Beyonics to influence Beyonics to do business with a friend or relative, or with a business in which the employee, a friend or relative has an interest.

任何员工不得利用其作为超煜的员工的职位，为自己、其直系亲属或亲属获取任何导致利益冲突的个人，经济或其他利益。同样，任何员工都不得利用作为超煜员工的职位，影响超煜与朋友或亲戚做生意，或干涉与员工，朋友或亲戚感兴趣的业务做生意。

- 6.2** In the event an employee has a potential lead on a good supplier/customer who is able to provide a much better deal as compared to existing supplier, the employee shall refer that supplier to their supervisor who will then assign another purchaser with no relation to the employee to assess objectively and to ensure there is no conflict of interest before engaging the supplier/customer.

如果员工拥有一个有潜在的良好的供应商/客户，与现有供应商相比能够提供更好的交易，那么该员工应将该供应商提交给他们的主管，然后他们将指派另一个买家与员工客观地评估并确保在与供应商/客户接触之前没有利益冲突。

**6.3** Where there is any violation of this rule, the supervisor or HR department should be notified immediately. HR department will evaluate the situation and determine if conflict of interest does exist.

如果存在违反本规则的情况，应立即通知主管或人力资源部门。人力资源部将评估情况并确定是否存在利益冲突。

## **7 Human rights 人权**

Beyonics believes that the company, its affiliates and businesses can flourish when human rights, responsible business practices, corporate social responsibility and good corporate governance are protected and respected.

超煜相信，公司、附属公司及业务的蓬勃发展依赖于人权、负责任的商业行为、企业社会责任和良好的公司治理，以此来得到保护和尊重。

We recognize our responsibility to:-

我们认识到我们有责任：

- a. respect human rights; and  
尊重人权；
- b. promote a decent work environment  
努力创造体面的工作环境。

We commit to abide by and comply with local laws and regulations in respect of human rights in all countries and regions where we operate.

我们承诺在我们开展业务的所有国家和地区遵守和尊重当地有关人权的法律和法规。

In this area of growing importance to Beyonics' employees, workers, shareholders, investors, customers, clients, the communities where we operate and civil society groups. Both business and moral case for ensuring that human rights are upheld across Beyonics' operations and its value chain.”

人权对于我们的雇员、工作人员、股东、投资者、消费者、客户、经营社区、民间社会团体越来越重要。我们需要在商业和道德层面确保在运营及价值链中维护好人权。

## **8 Protecting Assets/Proprietary Information 资产/专有信息保护**

**8.1** It is the responsibility of each employee to use his/her best efforts to respect and protect the confidentiality of Beyonics' information, Beyonics' facilities, equipment, physical assets, data, intellectual property and any other property from unauthorized use, loss, theft and misuse. Company assets cannot be borrowed without proper authorization, used for personal gain or sold.

每个员工有责任尽最大努力尊重和保护超煜的信息，超煜的设施，设备，实物资产，数据，知识产权和任何其他财产的保密性，防止未经授权的使用，丢失，被盗和滥用。公司资产未经适当授权不能借用，用于个人利益或出售。

**8.2** All company computers, emails, Internet access accounts, telephone and voicemail systems are the property of Beyonics and Beyonics reserves the right to access all equipment, systems and information at any time.

所有公司的电脑，电子邮件，互联网访问帐户，电话和语音邮件系统是超煜和超煜的财产，超煜保留随时检查所有设备，系统和信息的权利。

## **9 Confidentiality 保密**

**9.1** Many of our business deals and contracts are confidential in nature. As employees may not be in a position to determine which are confidential and which are not, every employee is bound to keep in strict confidence whatever information he/she may have concerning our business deals.

我们的许多商业交易和合同都是保密的。由于员工可能无法确定哪些是保密的，哪些不是保密的，因此每位员工都有义务严格保密他/她可能对我们的业务交易的任何信息。

- 9.2** Confidential information such as Company's business plans, policies, processes or any inside information which disclosure may prejudice Beyonics shall be kept in strict confidence and shall not be taken out of company's premises unless properly authorized.

公司的业务计划，政策，流程或任何内部信息的机密信息，如果披露可能会损害 超煜，应严格保密，除非获得适当授权，不得将其从公司场所带走。

## **10 Intellectual Property 知识产权**

- 10.1** Unauthorized use of intellectual property, including copyrighted computer software, works or any other proprietary works cannot be compromised. Any employee who violates the law likewise commits a serious misconduct under Beyonics Code and can be subject to dismissal. All employees, including part-time, temporary employees or contractors must comply with all applicable laws, all license or purchase terms regulating the use of any software or proprietary works.

未经授权使用知识产权，包括受版权保护的计算机软件，作品或任何其他专有作品不得受到损害。任何违反法律的员工也会在“超煜准则”下犯下严重的不当行为，并可能被解雇。所有员工，包括兼职，临时员工或承包商，必须遵守所有适用的法律，所有许可或购买条款，规定使用任何软件或专有工程。

- 10.2** It is against Beyonics Code for any employee to copy, digitize, modify, translate, broadcast, perform or distribute any part of the copyrighted work, or to use company's facilities or equipment for employee's personal gain.

任何员工复制，数字化，修改，翻译，广播，执行或分发受版权保护作品的任何部分，或者为了员工的个人利益使用公司的设施或设备，这是违反“超煜准则”的。

- 10.3** All employees must be responsible stewards in the use, protection and management of Beyonics intellectual property and assets.

所有员工在使用，保护和管理超煜知识产权和资产方面必须是负责任的管理人员。

## **11 REPORTING OF SUSPECTED VIOLATIONS OR CONCERNS 报告可疑的违规或关注**

- 11.1** Any Employee who has knowledge of a potential or suspected violation of the Code has an obligation to report relevant information to the following:

任何知道潜在或可疑违反本守则的员工有义务向以下人员报告相关信息：

- GMs, Functional Heads or Supervisors  
总经理，各部门主管或主管
- HR department  
人事部
- Head of Internal Audit (refer Beyonics Whistleblowing Policy and Procedures for guidance)  
内部审计主管 (请参考超煜举报政策和程序以获得指导)

- 11.2** All reported violations of the Code will be promptly investigated and will be treated confidentially to the extent consistent with Beyonics interest and its legal obligations. If the result of the investigation indicates that corrective action is required, Beyonics shall decide what options it should take to rectify the problem and avoid the likelihood of its recurrence.

所有报告的违反本准则的行为都将被及时调查，并将在符合超煜利益及其法律义务的范围内进行保密处理。如果调查结果表明需要采取纠正措施，则超煜应决定应采取哪些措施来纠正问题并避免其再次发生的可能性。

- 11.3** No employee will be subject to retaliation or adverse employment consequence by Beyonics for reporting in good faith a violation of the Code.



任何员工都不会因为真诚举报违反本守则的行为而遭受报复或不利的就业后果。

## 12 ADMINISTRATION AND ENFORCEMENT 行政和执行

### 12.1 Compliance/Annual Declaration 合规/年度声明

**12.1.1** The Code applies to all employees. All employees are expected to comply, maintain and act in accordance with the highest standards of personal and professional integrity in all aspects of their employment. The Code must be observed and adhered to at all time.

本准则适用于所有雇员。所有员工都应当在其就业的所有方面遵守，维护并遵守个人和专业诚信的最高标准。必须始终遵守并遵循本准则。

**12.1.2** Failure to read and/or acknowledge the Code does not exempt an employee from his/her responsibility to comply with the Code, applicable laws, regulations and Beyonics policies that are related to his/her job.

未能阅读和/或认可本准则并不能免除员工遵守本准则，适用的法律，法规和与其工作相关的超煜政策的责任。

**12.1.3** All employees are required on an annual basis to acknowledge that he/she has read, understood and to confirm that he/she will comply with the Code and make all necessary disclosures required under the Code.

每年都要求所有员工承认他/她已阅读，理解并确认他/她将遵守“准则”并根据“准则”进行所有必要的披露。

### 12.2 Penalties for Violation/Disciplinary Procedure 违反的处罚/纪律程序

**12.2.1** The company will not hesitate to take actions against any employee who is found to be in violation of the Code. Violations are subject to disciplinary action, which can include dismissal where appropriate.

公司将毫不犹豫地对被发现违反本准则的任何员工采取行动。违反行为将受到纪律处分，包括酌情予以解雇。

### 12.3 Miscellaneous 其他

**12.3.1** This Code of Conduct is written in both English and Chinese. In the event of any conflict between the two version, the English version shall prevail.

本准则内容是由英文翻译为中文版本。如有任何不一致之处，应以英文版本为准。

## 13 RESOURCES FOR GUIDANCE AND REPORTING 指导和汇报资源

**13.1** It is recognized that no Code can cover every eventuality. From time to time, employees may require the advice and support of others in addressing some of the situations that arise during the normal course of daily business activities. Beyonics has created a support network to provide consultation and advice. Here are the contacts for advice and guidance: 我们意识到没有准则可以涵盖每一种可能性。有时，员工可能需要他人的建议和支持来解决在日常业务活动过程中出现的一些情况。超煜创建了一个支持网络，提供咨询和建议。以下是咨询和指导的联系人：

- Respective GMs, Functional Heads or Supervisors  
总经理，职能部门主管或主管
- Respective HR Department  
各人力资源部
- Head of Internal Audit  
内部审计主管

## **14 REFERENCE 参考**

**14.1** Beyonics Whistleblowing Policy & Procedures  
超煜举报政策和程序文件

**14.2** Gifts and Entertainment procedure  
礼品和招待程序文件