

**Acknowledgment of Aramco Far East (Beijing)  
Business Services Co., Ltd.**

**阿美远东（北京）商业服务有限公司**

**Supplier Code of Conduct**

**供应商行为准则的确认书**

(Applicable to Vendors, Manufacturers, and  
Contractors)

(适用于供应商、制造商和承包商)

**Aramco Far East (Beijing) Business Services Co., Ltd. (“Aramco Asia”)** is committed to the highest ethical and legal standards in the conduct of its business. Aramco Asia requires all registered vendors, manufacturers, contractors and sub-contractors with which Aramco Asia conducts business to acknowledge and agree to abide by the policies and principles set forth in the Aramco Asia Supplier Code of Conduct.

阿美远东（北京）商业服务有限公司（以下简称“阿美亚洲”）致力于按照最高的道德和法律标准开展业务。阿美亚洲要求与其开展业务的所有已登记的供应商、制造商、承包商和分包商确认和同意遵守阿美亚洲供应商行为守则中规定的政策和原则。

This acknowledgment shall be submitted to Aramco Asia at the time of registration or, if previously and currently registered, at the time of submitting bids and proposals in response to Aramco Asia’s invitations and solicitations to bid.

本确认书应当在登记时提交给阿美亚洲，或者，如果之前已经进行登记，则应在应阿美亚洲的投标邀约递交标书和方案书时提交本确认书。

**ACKNOWLEDGMENT**

**确认书**

I, on behalf of \_\_\_\_\_, hereby acknowledge and agree to abide by the policies and principles of Aramco Asia Supplier Code of Conduct and ensure that the employees, officers, directors, agents, representatives of \_\_\_\_\_ are aware of and abide by such policies and principles in the process of preparing and submitting bids and proposals for Aramco Asia's work, for provision of goods and services to Aramco Asia and during the performance of all agreements entered into with Aramco Asia for such purposes.

本人, 代表 \_\_\_\_\_ (供应商/制造商/承包商/分包商的名称) 特此确认并同意遵守阿美亚洲供应商行为准则中规定的政策和原则, 并保证 \_\_\_\_\_ (供应商/制造商/承包商/分包商的名称) 的员工、高级职员、董事、代理人 and 代表在为阿美亚洲工作编制和提交标书和方案书、为阿美亚洲提供商品和服务及在履行为上述目的与阿美亚洲签订的所有协议的过程中了解并且遵守该等政策和原则。

Authorized Signatory (Name):

授权签字人 (姓名):

Signature & Stamp: \_\_\_\_\_

签字和盖章: \_\_\_\_\_

Title:

职务:

Date: \_\_\_\_\_  
(MM/DD/YYYY)

日期: \_\_\_\_\_  
年/月/日

Aramco Asia Vendor Number:

阿美亚洲 供应商编号:

## **ARAMCO FAR EAST (BEIJING) BUSINESS SERVICE CO., LTD. SUPPLIER CODE OF CONDUCT**

### **I. SCOPE**

This Policy establishes a Code of Conduct for current and potential Aramco Far East (Beijing) Business Services Co., Ltd. (“Aramco Asia”) Suppliers. Aramco Asia Suppliers include vendors, manufacturers, and contractors registered with Aramco Asia and seeking to provide goods, services or personnel (including consultants) to Aramco Asia or which are parties to agreements with Aramco Asia for such purposes. The term Aramco Far East (Beijing) Business Services Co., Ltd. herein includes Aramco Far East (Beijing) Business Services Co., Ltd., its subsidiary, and its affiliated companies.

### **II. INTENT**

Aramco Asia is committed to conducting its business in an ethical, legal, safe, environmentally and socially responsible manner. Aramco Asia requires its Suppliers to share this commitment and, therefore, has established this Supplier Code of Conduct. Aramco Asia requires its Suppliers to consistently meet the following requirements in order to do or continue to do business with Aramco Asia.

### **III. SUPPLIER CODE OF CONDUCT**

Compliance with Laws, Codes and Regulations

## **阿美远东（北京）商业服务有限公司供应 商行为准则**

### **I. 范围**

本政策是针对阿美远东（北京）商业服务有限公司(以下简称“阿美亚洲”)现有和潜在的供应商制定的行为准则。阿美亚洲供应商包括已经在阿美亚洲登记并希望向阿美亚洲提供商品、服务或人员（包括顾问）的供应商、制造商和承包商或为了上述之目的与阿美亚洲签订了合同的各方。阿美远东（北京）商业服务有限公司包括阿美远东（北京）商业服务有限公司、其子公司和关联公司。

### **II. 目的**

阿美亚洲致力于在符合道德、法律规定的前提下，以安全、对环境及社会负责的方式开展业务。阿美亚洲也以同样的标准要求其供应商，因此制定了本供应商行为准则。为了与阿美亚洲开展或继续开展业务，供应商须始终满足下列要求。

### **III. 供应商行为准则**

遵守法律、法规和规定

Aramco Asia Suppliers must comply with all applicable laws, codes and regulations as set forth in applicable procurement documents and agreements (including but not limited to proposals, invitations to bid, solicitations and resulting contractual and purchasing agreements).

阿美亚洲的供应商必须遵守适用的采购文件和协议（包括但不限于方案书、招标书、邀请书和由此产生的合同和采购协议）中规定的所有适用的法律、法规和规定。

### Environmental, Health and Safety Practices

### 环境、健康和安​​全惯例

It is the responsibility of the Supplier to assure that its facilities are designed and safely operated in compliance with the established government and industry environmental protection policies and that they do not present unnecessary risks to the environment or public. Aramco Asia Suppliers shall maintain safe, sanitary and healthy work environments for all their employees at all job sites.

供应商有责任确保其设施按照既定的政府和行业环保政策设计和安全运行，并且不会对环境或公众造成不必要的风险。阿美亚洲供应商应为在所有工作现场的全部员工提供安全、卫生和健康的​​工作环境。

Such compliance shall include, among other things:

该等合规应包括如下事项：

- Obtaining and maintaining environmental permits.
- Proper handling and disposition of hazardous materials.
- Monitoring, controlling, and responsibly treating discharges generated from operations.
- Conducting appropriate employee safety training and providing adequate safety equipment.
- Maintaining records of safety training and monitoring safety performance.
- Ensuring Suppliers' employees comply with applicable health and safety rules and regulations and perform their duties and work in a manner which will not endanger themselves or others.
- 获得并维持环境许可证。
- 正确处理和处置危险材料。
- 监控、控制运行中产生的排放物并以负责的方式对其进行处置。
- 进行相应的雇员安全培训并提供充分的安全设备。
- 维持安全培训的记录并监控安全性能。
- 确保供应商雇员遵守适用的健康和安​​全规则 and 规定，并以不会对自身或他人造成危害的方式履行职责和工作。

- Providing training required to promote sound public health and hygienic practices.

- 提供培训，以促进公共健康和卫生。

### Ethical Business Practices

### 商业行为符合道德规范

Aramco Asia and its Suppliers shall conduct their businesses in accordance with the highest standards of ethical behavior. Suppliers are expected to conform to these requirements in each of the following areas:

阿美亚洲及其供应商应按照最高的道德标准开展业务。在下列各个领域内，供应商均应遵守该等要求：

- Fair Trade Practices

- 公平贸易行为

Suppliers shall not engage in collusive bidding, price discrimination or other unfair trade practices.

供应商不得作出串通投标、价格歧视或其他不公平贸易行为。

- Ethical Sourcing

- 采购行为符合道德规范

Suppliers shall source goods or services from others that meet, as a minimum, country or origin standards for health and safety, working hours, pay, employment conditions and environmental protection.

向供应商提供商品或服务的企业应至少满足原产国的健康、安全、工时、工资、就业条件和环境保护标准。

- Relationships and Communications

- 关系和联络

Aramco Asia Business Ethics Policy is that all transactions are to be conducted fairly, honestly and with integrity, according to the highest ethical standards. Abuse or violation of this ethics policy is considered dishonesty.

阿美亚洲商业道德政策是指所有的交易应根据最高的道德标准，以公平、诚实和正直的方式开展。触犯或违反本道德政策将被视为不诚实的行为。

Suppliers and their personnel shall avoid even the

在为了与阿美亚洲的现有或计划建立的商业关

appearance of unethical or compromising practices in relationships, actions or communications with regard to existing or proposed business relationships with Aramco Asia.

Suppliers shall not encourage or utilize current or former Aramco Asia employees to disclose or provide any confidential, proprietary, or other restricted business information obtained while in Aramco Asia's service to influence Aramco Asia's existing or proposed commercial transactions for the purpose of gaining a commercial advantage or to otherwise damage Aramco Asia. Aramco Asia will take the necessary measures to detect any such improper business practices and will take appropriate action against current or former employees and Suppliers who violate these restrictions.

- Bribery, Kickbacks and Fraud

No funds, assets or services shall be paid, rendered, loaned or promised for payment or otherwise dispersed by Suppliers or their representatives as bribes, "kickbacks" or other payments designed to influence or compromise the conduct of Aramco Asia or its representatives.

- Gifts, Gratuities and Hospitality

Suppliers and their personnel shall not offer or provide Aramco Asia or its personnel gifts, gratuities or hospitality unless it involves nominal value and is in line with customary business practices. Nominal gifts are described as gifts of a general nature having a low value, including such items as logo inscribed pens, caps, shirts and

系而开展的联系、行动或沟通中，供应商及其人员应避免不道德或降低道德标准（或看上去不道德或降低道德标准）的行为。

供应商不得鼓励或利用阿美亚洲现雇员或前雇员披露或提供其在阿美亚洲工作期间获得的任何保密、专有或其他受限制的商业信息，以影响阿美亚洲的现有或计划开展的商业交易从而获得商业利益，或对阿美亚洲造成其他损害。阿美亚洲将采取必要的措施检查是否存在该等不恰当商业行为，并将对违反该等限制规定的现雇员及前雇员和供应商采取相应的行动。

- 贿赂、回扣和欺诈

供应商或其代表不得为了影响阿美亚洲或其代表之行为或使之作出妥协的目的，以贿赂、“回扣”或其它支付方式，提供、给予、借贷、承诺支付或以其它方式发放资金、财产或服务。

- 礼品、报酬和招待

供应商及其人员不得向阿美亚洲及其人员给予或提供礼品、报酬或招待，但价值低微并符合商业惯例的除外。价值低微的礼品是指一般性质的价值较低的礼品，包括带有商标的钢笔、帽子、衬衫和咖啡杯。有关招待的商业惯例包括接受合理的商业招待和商业餐会。由供应商

coffee mugs. Customary business practice in terms of hospitality would include the acceptance of reasonable business entertainment and business meals. Gifts, gratuities and hospitality offered or extended by Suppliers to Aramco Asia personnel which exceed nominal value or reasonable hospitality are reportable under internal Aramco Asia policies and regulations.

For the avoidance of any doubt, Aramco Asia pays for its employees business expenses, Suppliers are not required or requested to incur or reimburse business expenses for Aramco Asia employees.

#### IV. MONITORING AND COMPLIANCE

Suppliers shall conduct periodic internal reviews and inspections to ensure their compliance with this Supplier Code of Conduct and its applicable requirements. If a Supplier identifies areas of non-compliance, the Supplier is expected to notify the Aramco Asia Purchasing or Contracting Department, as applicable, as to its plans to remedy any such non-compliance.

Aramco Asia or its designated representatives may engage in periodic monitoring activities to confirm Suppliers' compliance with this Supplier Code of Conduct, including on-site inspections of facilities, use of questionnaires, review of publicly available information, or other measures necessary to assess Supplier performance. The Supplier performance assessment may be used as a factor in the selection of bidders, or restrict Supplier access to new Aramco Asia business opportunities.

向阿美亚洲人员提供的并非价值低微或超出合理招待范围的礼品、报酬和招待应根据内部阿美亚洲政策和规定进行报告。

为了避免疑义，阿美亚洲为其雇员支付商业开支，因此，供应商不需要为阿美亚洲雇员支付或向阿美亚洲雇员偿还商业开支。

#### IV. 监控和合规

供应商应进行定期的内部审核和检查，以确保遵循本供应商行为准则和适用的要求。如果发现不合规的事项，供应商应就纠正任何该等不合规行为的计划向阿美亚洲采购或合同部（视适用者而定）发出通知。

阿美亚洲或其指定的代表可定期开展监控活动，包括现场检查设施、使用调查问卷、审核可公开获得的信息或评估供应商执行情况的其它必要措施，以确保供应商对本供应商行为准则的遵守。供应商执行评估可作为选择投标人时考虑的因素之一，或用来限制供应商接触阿美亚洲新的商业机会。

Suppliers are responsible for ensuring that the standards and requirements of this Code are communicated and understood by their personnel working on or in support of Aramco Asia projects, jobs, contracts, agreements and orders. Suppliers will be held responsible for the conduct and actions of their employees.

The implementation of this Policy is a shared responsibility between Aramco Asia and its Suppliers.

Suppliers are to promptly disclose to Aramco Asia, on a confidential basis all current and potential incidents which give rise to the appearance of conflicts of interest and instances of unethical or fraudulent behavior by any party, including Supplier employees or Aramco Asia employees, related to any of Aramco Asia procurement and contracts business. Suppliers are to cooperate with Aramco Asia in any inquiries or investigations pertaining to past, current or potential instances of apparent unethical or fraudulent behavior or conflicts of interest related to any Aramco Asia business activity.

Aramco Asia Supplier employees and Aramco Asia employees that become aware of violations of this Policy are obligated to notify Aramco Asia. Supplier employees and Aramco Asia employees are to report violations and irregularities directly to Aramco Asia Internal Audit by email, as follows:

[auditing@aramcoasia.com](mailto:auditing@aramcoasia.com)

Based on the assessment of information made available to Aramco Asia, Aramco Asia reserves the right (in addition to all other legal and contractual rights) to disqualify any potential Supplier or terminate any relationship with a

供应商应负责确保为阿美亚洲项目、工作、合同、协议和订单工作或提供支持的人员了解并理解本准则设定的标准和要求。供应商应对其雇员的行为承担责任。

阿美亚洲和供应商应共同负责实施本政策。

如果供应商发现与任何阿美亚洲采购或合同业务有关的所有可能导致利益冲突的事项（无论已发生或可能发生）或任何一方（包括供应商雇员或阿美亚洲雇员）的不道德或欺诈性的行为，供应商应以保密的方式及时向阿美亚洲披露上述事项或行为。在针对与任何阿美亚洲商业行为有关的过去、当前或可能发生的明显不道德或欺诈性的行为或利益冲突进行的询问或调查中，供应商应与阿美亚洲合作。

一旦获知违反本政策的情形，阿美亚洲供应商和阿美亚洲雇员应通知阿美亚洲。供应商雇员和阿美亚洲雇员应将违反和不符合规定的情形通过以下的电子邮件地址直接汇报给阿美亚洲内审部：

[auditing@aramcoasia.com](mailto:auditing@aramcoasia.com)

根据对所获信息的评估，阿美亚洲有权（除所有其它法律和合同权利之外）取消任何被发现违反本供应商行为准则的潜在供应商的资格或终止与被发现违反本供应商行为准则的当前供



current Supplier found to be in violation of this Supplier Code of Conduct, without liability.

应商的任何关系，而不承担任何责任。

## V. APPLICATION

This Supplier Code of Conduct is a general statement of Aramco Asia's expectations and requirements with respect to its Suppliers. This Policy should not be read in lieu of, but in addition to, any Supplier obligations set forth in a) requests for proposals, invitations to bid or other solicitation documents, or b) agreements by and between Aramco Asia and the Supplier. In the event of a conflict between this Policy and any Aramco Asia solicitation documents or applicable agreements, the terms of Aramco Asia's applicable solicitation documents or agreements shall prevail. The requirements of this policy are not subject to waiver. Neither Aramco Asia, its Suppliers nor their personnel or representatives are authorized to propose or approve conduct inconsistent with this Code of Conduct.

## V. 适用

本供应商行为准则是阿美亚洲对其供应商的期望和要求的一般性说明。本政策不应被视为取代下列各项中所述的供应商义务，而应作为该等供应商义务的补充：a) 方案征求书、投标邀请书或其它邀请文件；b) 阿美亚洲和供应商之间订立的协议。如果本政策和任何阿美亚洲邀请文件或适用协议产生冲突，应以阿美亚洲适用的邀请文件或协议为准。本政策中的要求无法放弃。阿美亚洲、供应商及其雇员或代表均无权建议或批准与本行为准则不一致的行为。