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必能国际检测(上海)有限公司服务事业部(上海)
必能中美食品检测(上海)有限公司服务事业部(上海) 客服热线: (86) 21 2016 8027
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<http://www.bureauveritas.com/cn/China> 投诉邮箱: BVIntegrityChina@bureauveritas.com

则 (第1页)

AUDIT & ASSESSMENT

廉政确认书

Bureau Veritas Consumer Products
Services Pvt Ltd,
7F Octa Tower, 8 Lam Chak Street,
Kowloon Bay, Kowloon, Hong Kong
Tel: +852 2418 1222
www.cps.bureauveritas.com

检验/审核号码: 10203071879 810203071889
厂商: 御坤新材料科技(苏州)有限公司
检验/审核日期: NOV. 23, 2020

致力于为海内外客户提供独立、公正客观的各类评估和检验服务, 如实记录并报告检验过程中的各种发现。为确保整个工作过程的有效进行, 请您给予最好的合作。

BV 实施一套严格的道德行为规范, 禁止员工直接或间接接受任何形式的礼物、报酬或好处。本行为守则呈递给贵公司管理层以告知 BV 代表在贵公司执行工作期间的行为规范。请阅读此文件并签名, 盖章以确认您的理解和同意。

- 任何情形下, 遇到 BV 代表索要任何直接或间接形式的报酬或好处时, 均不予理会并按以下联络方式直接联系 BV 办公室。如有其他与执行工作的 BV 代表相关的问题或关注, 也请立即联系 BV 公司。
- 任何情形下, 不串通不贿赂 BV 的代表, 不提供任何报酬、礼物或其他形式的好处给 BV 的代表。BV 将按行处理并向客户汇报给予 BV 代表任何好处的行为, 包括茶水费、辛苦费、感谢费或其他形式的好处, 无论实际价值多少。
- BV 一贯遵守当地的法律法规, 包括遵守相关反腐败及反商业贿赂方面的法律法规。对于可疑的或实际的违法行为, BV 将汇报给当地执法部门或与其合作进行调查。
- 在没有达到客户要求的检验和/或评估条件时, 不对 BV 代表施加任何不合适的影响或者压力。不对 BV 代表施加任何不当的影响或者压力去试图修改任何报告结果或记录。
- 为证实评估或者检验的工作发现, BV 代表在执行工作时将根据需要对工厂的设施、检验的产品或评估/检验的各个过程进行拍照。请确保不阻碍拍照过程的正常进行。BV 将对执行工作过程中收集的文件、图片及其它信息严格地保密。
- 提供良好、安全的工作环境使 BV 代表得以顺利地工作。例如, 产品检验时, 请协助确定待检产品的位置及搬运和开箱等工作; 对于工厂评估, 提供合适安全的工作场所进行员工面谈工作; 同时告知危险因素并提供合适的个人防护设备(PPE), 对可能遇到的危险提供必要的培训。按照 BV 的安全要求“2 分钟的安全检查表”, BV 代表将检查检验和评估的工作环境。如果发现有任何可能对检验员和审核员安全和健康造成的隐患, 且工厂无法排除这些隐患时, BV 代表有权中止服务。
- 我们请求厂方只派遣授权代表在检验/审核地点配合 BV 工作, 以免造成拥挤。工作完成后, 发现的问题只讨论一次, 因此请厂方安排授权代表参加末次会议。
- BV 代表写完报告后, 请厂方授权代表在报告上签字以确认知晓 BV 代表的工作的进展情况和结果发现等。某些情况下, 客户要求 BV 代表需要直接从工厂将手写报告和数码照片传出, 请给予此方面的协助。
- 产品检验工作完成后, BV 代表会要求取走一些出货样品以便日后参考。
- 我们会安排见习职员跟随资深职员到工厂访问。根据需要, 翻译人员也会陪同到访。但这种安排既不会产生额外的人工费也不会影响到检验的最终结果。
- 为贯彻公司的廉政政策, 我们可能会派出特殊检验/评估人员来执行工作或派其他 BV 代表来检查工作, 所有工厂违反政策的行为均将呈报给客户。
- 如果工厂的工作被你们的监控系统拍摄下来, 其内容不能侵犯 BV 员工的隐私。这些记录只能做为内部安全用途, 没有 BV 的许可, 不能复制或分享给任何外部团体, 包括用于索赔或诉讼。

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SD002_CODE_OF_CONDUCT_LETTER(CN)_GLOBAL_VERSION 04_09Jul2020

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行为守则 (第2页)

INSPECTION, AUDIT & ASSESSMENT

工厂廉政确认书

Bureau Veritas Consumer Products
Services Pvt Ltd,
7F Octa Tower, 8 Lam Chak Street,
Kowloon Bay, Kowloon, Hong Kong

Tel: +852 2418 1222
www.cps.bureauveritas.com

第一部分: 工厂声明 (BV代表解释行为守则后由工厂填写):

我们在此声明, 已经收到BV的行为守则, 并由BV代表 陈国雄 先生/女士于(日期) 2020.11.23 (时间) 09:40 向我们解释了其内容, 我们已阅读和理解以上内容, 以及清楚BV廉政措施的精神和目的。来执行工作的BV代表如下:

陈国雄

厂方代表签名

18915521380

厂方代表联系电话

第二部分: 工厂声明 (工作完成后由工厂填写。如机密信息需报告, 可将详细信息直接发至邮箱 ethics@hk.bureauveritas.com):

项目	请声明是否提供下列好处给 BV 代表 ✓	是	否	项目	请声明是否提供下列好处给 BV 代表 ✓	是	否
A 膳食	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B 交通	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C 住宿	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	D 金钱	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E 礼物	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	F 其它好处	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
详细说明免费或有偿提供相关好处的情况							
G 关于咨询公司的声明 ✓	是	否	详细说明咨询公司的情况				
关于本次检验/审核, 是否有咨询公司联系贵公司?							
关于本次检验/审核, 贵公司是否使用了咨询公司的服务?							

我们在此声明, 以上信息是真实准确的, 我们理解BV可向客户或当地执法部门汇报疑似违规或违法行为。

同时, BV 代表向我们解释了工作中发现的问题, 并且我们认同这些问题。

陈国雄

厂方代表签名

陈国雄 总经理

厂方代表姓名和职位

2020.11.23
时间和日期



关于投诉或建议, 请联系:

廉政投诉邮箱:

Ethics@hk.bureauveritas.com



Jamey Appler

副总裁兼消费品事业部

法律总顾问、风险及合规官

电话: +1 716 505 3582

电邮: jamey.appler@us.bureauveritas.com

 	<p align="center">CODE OF CONDUCT (page 1)</p> <p align="center">INSPECTION, AUDIT & ASSESSMENT</p> <p align="center">Factory Integrity Acknowledgment</p>	<p align="center">Bureau Veritas Consumer Products Services Pvt Ltd, 7F Octa Tower, 8 Lam Chak Street, Kowloon Bay, Kowloon, Hong Kong.</p> <p align="center">Tel: +852 2418 1222 www.cps.bureauveritas.com</p>
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Inspection / Audit No.:	
Factory / Supplier:	
Inspection / Audit Date:	



Dear Supplier,

Bureau Veritas, Consumer Products Services Division provides independent, impartial and objective assessment and inspection services for our global clientele. Our assessment and/or inspection findings will be duly recorded and reported to our clients. We request your cooperation to enable us to effectively execute this process.

We operate a strict Code of Ethics, which prohibits the direct or indirect acceptance of gifts, payment or benefit in any form. This Code of Conduct letter is presented to the management of your facility for the purpose of setting out acceptable conduct whilst our representatives perform their job at your facility. We ask that you read this document and sign it to confirm your understanding and agreement.

1. Never, under any circumstances, give in to demands or requests for benefits or payments from a BV representative. If a BV representative asks for any direct or indirect benefit, you must contact the BV office or the contact details below. You must also contact BV immediately for any other issues or concerns on the BV representative/s assigned for the service.
2. Never, under any circumstances, collude or offer a facilitation payment, bribe, gift or any other benefit to a BV representative. Any benefit given to a BV representative will be construed as a corrupt practice and will be reported to our client. This includes "tea money", "hardship appreciation", or any other benefits regardless of the actual value.
3. BV is committed to fully complying with local laws and regulations, including such on anti-corruption and bribery. Where appropriate, BV will not hesitate to alert or cooperate with law enforcement authorities on suspected or actual offenses.
4. Do not put any undue pressure on our representatives to execute their work if conditions stipulated by the client are not met. Also, do not put any undue pressure on our representatives to amend the results or recording of their findings.
5. During the work execution, our representatives may be required to take photos of the factory facilities, products being inspected or assessment/inspection processes in order to validate findings. Please ensure this process is not obstructed. Documents, pictures, or any other information gathered during the course of the BV service will be kept confidential.
6. Provide a safe environment that allows BV representatives to do their job properly. This may mean assistance with locating, moving and opening cartons for inspections and arranging a private and suitable place for audits. It also means pointing out any safety hazards, and providing appropriate personal protective equipment and necessary training regarding any risk that may be encountered. BV representatives will check the working environment in accordance with BV's safety requirements in the "2 Minutes form safety assessment form". In case potential risks are identified, which may jeopardize auditors' and inspectors' health or safety, they have the right to discontinue the services if you cannot eliminate such risks.
7. We require factory to assign only authorized personnel to be present in the inspection / audit room to coordinate during BV services, so that there is no overcrowding. After completion of the service, the findings will be discussed only once and therefore factory should arrange their authorized personnel to be present during the closing meeting.
8. We require only authorized factory representative to sign the report prepared by our representatives to acknowledge the execution of their work and findings.
9. In some cases we are asked by client to submit hand written reports and digital images from the factory and would request that our representatives use your facilities. With regards to inspections, our representatives will request to take shipment samples for verification.
10. Trainee(s) may accompany senior inspectors/auditors on the visit to your factory. If needed, an interpreter may also accompany the BV representative. Their presence will neither result in additional charges to you, nor affect the final results.

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 	<h2 style="text-align: center;">CODE OF CONDUCT</h2> <p style="text-align: center;">(page 2)</p> <h3 style="text-align: center;">INSPECTION, AUDIT & ASSESSMENT</h3> <h4 style="text-align: center;">Factory Integrity Acknowledgment</h4>	<p>Bureau Veritas Consumer Products Services Pvt Ltd, 7F Octa Tower, 8 Lam Chak Street, Kowloon Bay, Kowloon, Hong Kong.</p> <p style="text-align: right;">Tel: +852 2418 1222 www.cps.bureauveritas.com</p>
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11. To enforce our integrity policy, we may send mystery inspectors/auditors to perform services or other BV representatives to perform surprise checks and report to our client any breach of the policy.
12. If the BV Inspection service is being filmed on any surveillance camera in your factory, the recording should not infringe the privacy rights of the BV employee/s. The recording should only be used for internal security purposes, and shall not be reproduced or shared with any external party, including to support any claim or litigation, without the written consent of Bureau Veritas.

PART 1: Factory declaration (To be filled by the factory once BV COC is explained by the BV staff).

We confirm that we received the BV Code of Conduct and that the contents were explained by the BV representative, Mr. / Ms. _____ on DDMMYY at HH:MM and we understand the contents, spirit and intent of the BV procedure on Integrity. The following BV representatives performed the service:

Signature of Factory Representative

Factory Representative's contact number

PART 2: Factory declaration (To be filled by the factory after completion of the service. In case there is anything to declare confidentially, specific details can be sent directly to ethics@hk.bureauveritas.com).

Item	Please declare if benefits were offered to the BV staff ✓	Yes	No	Item	Please declare if benefits were offered to the BV staff ✓	Yes	No
A	Meals	<input type="checkbox"/>	<input type="checkbox"/>	B	Transportation	<input type="checkbox"/>	<input type="checkbox"/>
C	Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	D	Money	<input type="checkbox"/>	<input type="checkbox"/>
E	Gifts	<input type="checkbox"/>	<input type="checkbox"/>	F	Other Benefits/Favors	<input type="checkbox"/>	<input type="checkbox"/>
Explain details of free or subsidized benefits offered							
G	Please declare about use/role of consultants ✓	Yes	No	Explain details of the consultant			
Were you contacted by a consultant for this inspection/audit?		<input type="checkbox"/>	<input type="checkbox"/>	If yes, please specify when, who and why.			
Have you used a consultant's services for this inspection/audit?		<input type="checkbox"/>	<input type="checkbox"/>	If yes, please specify when, who and why.			

We acknowledge that the above information is true and accurate. We understand that BV could and will report to program clients and/or law enforcement authorities any suspected improprieties or illegal activities.

We also acknowledge that the BV representative/s explained the findings of the service and we agree with it. ☐

Signature of Factory Representative

Name and Designation

Date and Time

Company Chop

Please contact the following to make any complaints or suggestions:

Complaints mailbox:

Ethics@hk.bureauveritas.com

Jamey Appler

Tel: +17165053582

Vice President & CPS General Counsel,
Risk and Compliance Officer

Email: jamey.appler@bureauveritas.com

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