

# Code of Conduct

## 行为准则

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Code of integrity and compliance at ARLANXEO

阿朗新科的诚信与合规准则



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## ABOUT THIS CODE OF CONDUCT

### 关于本行为准则

There are many factors which contribute to our company's success. In addition to our employees' knowledge and skills, these include their value-based, responsible, lawful conduct. As a company with international operations, we have a global responsibility to ensure proper conduct.

众多因素推动着阿朗新科取得成功，在员工的知识和技能之外，其还包括他们以价值观为基础的、负责任的合法行为。作为一家跨国公司，我们有责任在全球范围内确保企业的行为端正。

We understand compliance to mean observing all legal provisions which apply to the ARLANXEO Group and its employees and ARLANXEO's internal policies and procedures.

我们理解合规指的是遵守适用于阿朗新科集团及其员工的所有法律规定以及阿朗新科的内部政策和程序。

In addition, we comply with internationally recognized principles governing entrepreneurial activity. These include the principles of the Responsible Care® Global Charter, the ILO labour standards and the principles of the UN Global Compact, which aim in particular to protect basic human rights, ensure compliance with labour standards, promote environmental protection and combat corruption.

此外，我们还遵守国际公认的适用于企业活动的原则。这些原则包括《责任关怀全球宪章》、国际劳工组织的劳工标准和《联合国全球契约》十项原则。这些原则的关注重点包括保护基本人权，确保符合劳工标准，促进环境保护，打击腐败。

ARLANXEO desires to promote compliance along its entire value chain and therefore also expects its business partners to comply with the legal provisions and international standards referenced above.

阿朗新科希望促进其整个价值链的合规性，因此也希望其业务合作伙伴遵守上述法律规定和国际标准。

ARLANXEO and its employees may face serious consequences if legal requirements are not complied with. In addition to fines and claims for compensatory damages, ARLANXEO may also suffer damage to its reputation in the case of compliance violations. Moreover, our employees may be held personally liable for such violations.

如果不能遵守法律要求，阿朗新科及其员工可能会面临严重的后果。若违反合规性，除了罚款和损害赔偿金索赔以外，阿朗新科还有可能遭受声誉损失，我们的员工个人也有可能因此等违规行为而承担法律责任。

This Code of Conduct sets out internationally applicable principles governing the conduct of all of our employees and establishes a framework for significant compliance areas, which is supplemented by additional internal rules, with the aim of shielding ARLANXEO and its employees.

本行为准则列出了用以规范我们所有员工行为的国际适用原则，并为重要合规领域建立了一个基本框架，同时以附加的内部规章作为补充，以期保护阿朗新科及其员工。

This Code of Conduct is intended to serve merely as a guideline; it makes no claim to exhaustively address all issues or circumstances which our employees may encounter in their day-to-day work. We therefore request that our employees contact their superiors, specialist departments or the Compliance Organization if they have questions about this Code of Conduct or any other compliance-related issue.

本行为准则仅用作指导原则，并未就如何处理我们的员工在日常工作中可能遇到的所有问题或情形给出详尽说明。因此，我们要求我们的员工在对本行为准则存在疑问或者遇到任何其他与合规性有关的问题时，咨询他们的上级、专责部门或合规组织。

**COMPLIANCE IS A BASIC REQUIREMENT UNDERLYING ALL OF OUR BUSINESS ACTIVITIES AND IS NON-NEGOTIABLE**

**合规是我们所有业务活动必须满足的一项基本要求，不可动摇**

**OUR CONDUCT REFLECTS OUR COMPANY VALUES**

**我们的行为体现了公司的价值观**

We at ARLANXEO firmly believe that our commercial success can only be guaranteed over the long term if our conduct is based on a value system accepted and practiced across the entire Group. Our core values – respect, trust, responsibility, professionalism and integrity – form the foundation of our corporate culture, which underpins and serves as the framework for responsible, lawful conduct on the part of ARLANXEO and its employees. Such conduct is also guided by the principles set out in our leadership principles.

在阿朗新科，我们坚信，只有当我们的行为符合整个集团认可并践行的价值观体系时，我们在商业上的成功才能够得到长期的保证。我们的核心价值观——尊重、信任、负责、专业和诚信，构成了我们企业文化的基础。对阿朗新科及其员工而言，它们是负责任的合法行为必须遵循的基础框架。此外，上述行为还应遵循我们的领导原则。

## ARLANXEO'S CORE VALUES

### 阿朗新科的核心价值观

#### RESPECT

At ARLANXEO, respect is defined as treating each other with appreciation and consideration, and being committed to keeping promises. As a respectful ARLANXEO employee, I meet people on an equal footing and without prejudice. I receive their opinions regardless of their background, rank and position and express my own opinions openly.

#### 尊重

在阿朗新科，尊重意味着以欣赏和友善的态度对待彼此，并将承诺贯彻到底。作为一名尊重他人的阿朗新科员工，要与同事平等相待，毫无偏见。不论他人的背景、层级与职位，都能虚心倾听他人意见并坦诚表达自己的观点。

#### OWNERSHIP

At ARLANXEO, ownership is defined as embracing personal accountability for the full scope of the functions assigned to me and making them "my responsibility" as a business-owner would. As an employee who demonstrates ownership, I proactively pursue positive business developments in my area of accountability and for the entire company. I act quickly and prudently, but never compromise on safety.

#### 敬业

在阿朗新科，敬业意味着履行公司赋予自己的一切职责，以主人翁的态度对待自己的业务。作为一名敬业的员工，我们积极主动地为自己负责的业务领域以及全公司寻求良好的业务发展机会。我们行事迅速谨慎，但绝不以牺牲安全为代价。

#### TRUST

At ARLANXEO, trust is a basis for collaboration. Trust is built on reliability, transparency and trustworthiness. As a trustworthy person, I consistently exemplify these qualities through both positive and negative developments and experiences.

#### 信任

在阿朗新科，信任是合作的基础，而信任的基础是可靠、透明与可信。作为一个值得信任的人，无论发展境遇如何，都要一如既往地展现这些品质。

#### PROFESSIONALISM

At ARLANXEO, professionalism is defined as using knowledge and professional experiences to help achieve goals and find solutions. Through my professionalism, I protect the interests of the company. I can accept criticism and am genuinely interested in improving both in my work and as a person.

#### 专业

在阿朗新科，专业精神是指利用知识和专业经验帮助实现目标并找到解决方案。作为一名专业的员工，要保护公司利益，勇于接受批评，真正有志于不断提升自身专业水平以及素养。

#### INTEGRITY

At ARLANXEO, integrity is defined as an individual's expression of honesty and sincerity. As a role model with regard to integrity. I keep my word and act in compliance with values, rules, and laws.

#### 诚信

在阿朗新科，诚信意味着诚实与正直的个人表现。作为一个有诚信的人，要以身作则，言出必行，依照价值观、规则和法律行事。

## IMPLEMENTING THE CODE OF CONDUCT

### 执行本行为准则

**Companies take action through their employees. When it comes to compliance with the law, a company's interests are aligned with those of its employees.**

公司通过其员工执行任务。就遵守法律而言，公司利益与其员工的利益是一致的。

Every employee is therefore subject to general obligations relating to compliance.

因此，每名员工均受到与合规有关的义务的约束。

ARLANXEO expects its employees to always comply with applicable laws and internal policies and procedures to the fullest extent. The principles laid down in this Code of Conduct shall supersede any conflicting instruction issued by a superior.

阿朗新科希望其员工始终尽全力遵守适用法律以及内部政策与程序。本行为准则中列明的原则应取代上级发出的任何冲突指令。

We ask that our employees familiarize themselves with the aspect of the business relevant to their position as well as with any applicable internal and external rules and regulations. ARLANXEO will assist its employees with this process. In cases of doubt, employees should seek the advice of a superior or a specialist department. Employees are expected to be familiar with the provisions of this Code of Conduct, which is provided to them together with their employment contracts.

我们要求员工熟悉与他们的职位相关的业务以及所有适用的内外部规章制度。阿朗新科将在这一过程中为员工提供帮助。有疑义时，员工应当征求上级或者专责部门的意见。员工应当熟悉本行为准则的规定。本行为准则连同劳动合同一起提供给员工。

In order to prevent ARLANXEO and its employees from suffering damage, all employees who become aware of any indications of a violation of this Code of Conduct must file a report without undue delay. Employees may report these matters to their superiors, the legal department or the employees of the Compliance Organization. ARLANXEO ensures that employees who, in good faith, report suspected misconduct will not suffer any adverse actions.

为了防止阿朗新科及其员工遭受损害，所有员工一旦觉察到任何违反本行为准则的迹象，必须立即报告。员工可向上级、法务部门或合规组织的员工报告。阿朗新科确保善意举报疑似不当行为的员工不会受到任何不利影响。

ARLANXEO will not tolerate violations of this Code of Conduct. The company will ensure compliance with applicable law, the provisions of this Code of Conduct and other internal guidelines.

阿朗新科不容忍任何违反本行为准则的行为。阿朗新科将确保遵守适用法律、本行为准则条款以及其他内部指导原则。

**WE COMPLY WITH  
APPLICABLE LAW AND  
INTERNAL POLICIES AND  
PROCEDURES**

**我们遵守适用法律以及内部政策  
与程序**

**WHEN IN DOUBT, WE ASK  
QUESTIONS**

**有疑义时，我们提出问题**

Employees who violate any such rules or regulations may face serious consequences. These may range from disciplinary action to the enforcement of claims for compensatory damages against the employee in question. 违反此类规章制度的员工可能会面临严重的后果。这些后果包括对涉事的员工实施纪律处分和提起损害赔偿。

Our company's managers are subject to additional obligations. They are expected to lead by personal example. 我们公司的管理人员还受到其他义务的约束。他们应当以身作则。

**Our culture of compliance is built upon the responsible, compliant conduct of our management; our aim is to foster this culture so that it grows continuously and sustainably.**

我们的合规文化建立在管理层负责任的合规行为之上；我们的目标是培育这种文化，令其持续成长。

We expect our managers to take measures in their areas of responsibility to ensure that knowledge about legal requirements and compliance with them is imparted in company training and professional development opportunities. Managers are responsible for making sure that they always receive reports of rule violations and can be actively approached about irregularities. All managers must also ensure and monitor employee compliance with applicable law and internal policies and procedures.

我们希望管理人员在各自的职责范围内采取措施，确保在公司培训和职业发展机会中普及与法律要求及遵守法律要求有关的知识。管理人员负责确保他们能够随时收到违规报告，并积极地处理违规行为。此外，所有管理人员必须确保并监督员工遵守适用法律以及内部政策与程序。

**With its global network of compliance officers, the Compliance Organization is available to assist our employees and managers.**

凭借其全球合规专员网络，合规组织可以为我们的员工和管理人员提供帮助。

**AS A MANAGER, I SET A  
GOOD EXAMPLE FOR MY  
EMPLOYEES**

作为一名管理人员，我应当为员  
工们树立一个好榜样

# COMPLIANCE AREAS

## 合规领域

### Antitrust Law

#### 反垄断法

Violations of antitrust law may carry grave consequences for ARLANXEO and the employees involved. In the case of ARLANXEO, these may entail significant fines; protracted, costly antitrust proceedings; the assertion of claims for compensatory damages under civil law; and massive reputational damage. For affected employees, the consequences can range from disciplinary action to criminal consequences, which may carry a prison sentence. 违反反垄断法可能给阿朗新科及其员工带来严重的后果。就阿朗新科而言，这些违法行为可能招致高额罚款、旷日持久且代价高昂的反垄断诉讼、根据民法主张的损害赔偿以及声誉严重受损。就受到影响的员工而言，这些后果包括纪律处分，甚至是可判处徒刑的刑事责任。

#### No anti-competitive practices

Even if a business is threatened by a crisis through no fault of the company, making antitrust deals cannot be justified and is prohibited.

The most critical bans under antitrust law are as follows:

- Price-fixing
- Deals regarding market share, capacity fixing
- Division of regional markets
- Division of customers

#### 抵制反竞争行为

即便某项业务非因公司过错而面临危机，亦不得以此为正当理由进行反垄断交易且该等交易应当被禁止。

反垄断法中最关键的禁令如下：

- 价格垄断
- 与市场占有率及产能限制有关的交易
- 区域市场划分
- 客户划分

**WE STAND FOR FAIR COMPETITION  
AND REFUSE TO ENTER INTO ANY  
PROHIBITED ARRANGEMENTS WITH  
COMPETITORS**

**我们提倡公平竞争，拒绝与竞争对手达成任何被禁止的协议**





Concerted actions, informal conversations or formless gentlemen's agreements which aim or may to limit competition are expressly prohibited. Creating even the mere appearance of such conspirative behavior must be avoided under all circumstances.

旨在或可能限制竞争的一致行动、非正式谈话以及非正式的君子协定都是明令禁止的。在任何情况下，即便是疑似此类密谋行为的表象也应予以避免。

#### **Exercising caution when sharing information with competitors**

No information whatsoever may be shared with competitors which relates to customer relationships, prices, impending price changes, cost structures or comparably sensitive information. This also applies to market strategies, internal calculations, capacity planning and other similar information. Such information may not be disclosed to competitors.

##### **与竞争对手共享信息时提高警惕**

禁止和竞争对手分享与客户关系、价格、即将发生的价格变动、成本结构有关的信息或者任何此类敏感信息。这一规定也适用于市场战略、内部计算、产能计划及其他类似信息。不得向竞争对手披露此类信息。

#### **No abuse of market-leading positions**

It is prohibited to treat customers differently in the absence of an objective reason (ban on discrimination).

##### **不得滥用市场主导地位**

在缺乏客观原因的情况下，禁止区别对待客户（禁止歧视）。

**Other proposals which may have completion limiting objectives or effects must be cleared with the legal department in advance. In cases of doubt, such proposals should not be pursued.**

可能包含限定完成目标或效果的其他提案必须获得法务部门的事先批准。有疑义时，不应实施此等提案。

## Health, environment and safety 健康、环境与安全

ARLANXEO takes responsibility for its actions along the entire value chain – from procurement, production and warehousing to transport, use and disposal.

阿朗新科对其在从采购、生产和仓储到运输、使用和废弃处置的整个价值链上所采取的行动负责。

At each of these levels, strong emphasis is placed on health, environment and safety. ARLANXEO adheres to the principles laid down in the Responsible Care® Global Charter, meaning to improve its processes, in particular as relates to Environmental and climate protection, health and safety.

健康、环境与安全在上述各个阶段都是我们的工作重点。阿朗新科坚持《责任关怀全球宪章》中列出的原则，致力于改善其流程，尤其是与环境和气候保护、健康以及安全有关的流程。

By adopting safety standards, which may well exceed the legal requirements, our aim is to ensure the responsible use of chemicals as regards health and environmental protection as well as concerns handling chemicals, plant safety and safety precautions at work stations.

我们采用远比法律要求更严格的安全标准，旨在确保以负责任的态度使用与健康 and 环境保护、化学品处理、工厂安全以及工作场所的安全防范措施有关的化学品。

### **Occupational health and safety is everyone's job**

ARLANXEO expects its employees, both in their own interest and in that of all employees, to strictly adhere to occupational health and safety requirements. Management plays a key role by setting a personal example in this context.

#### **职业健康与安全是大家共同的责任**

阿朗新科希望其每位员工为了自身以及所有员工的利益，能够严格遵守职业健康与安全要求。管理层要在这一方面以身作则，起到关键作用。

### **Plant safety: Exercising due care in planning and operations**

Plants must be carefully planned and regularly monitored and serviced. Employees must be thoroughly briefed, trained and supervised. Moreover, our plants and locations must be secured to prevent access by unauthorized persons.

#### **工厂安全：在规划与运营中保持应有的谨慎**

工厂必须精心规划并定期检修。员工必须熟悉有关情况，并接受培训与监督。此外，我们的工厂和站点必须采取保护措施，以防未经授权的人员进出。

### **Environmental protection: We are committed to sustainability**

Air, water and soil may be used for commercial purposes only in accordance with applicable law. As a rule, permits must be obtained in order to construct and operate chemical production facilities. The unauthorized release of any substances into the environment must be avoided.

#### **环境保护：我们致力于可持续发展**

空气、水和土壤仅可根据适用法律的规定用于商业用途。必须获得许可才能建设和运营化学生产设施，这是一条基本原则。严禁擅自将任何物质排放至环境中。

## **Special reporting procedures for incidents**

Notwithstanding the foregoing, if a substance is unintentionally released into the environment or a similar accident occurs, all responsible departments at ARLANXEO must be notified without undue delay. Employees will not face adverse action for reporting any such incident.

### **事件专报程序**

尽管有前述规定，如果某种物质被无意间排放至环境中或者发生类似事件，必须立即通知阿朗新科所有主管部门。员工不会因报告任何此类事件而受到不利影响。

**WHEN WE TAKE ACTION, WE DO SO  
SUSTAINABLY – PROTECTING THE  
HEALTH OF OUR EMPLOYEES AND  
THE ENVIRONMENT IS ALWAYS OUR  
TOP PRIORITY**

**我们以可持续方式采取行动——始终把保  
护员工健康和环境放在第一位**

## Imports and exports 进出口

As a company with international operations, we are subject to export controls when conducting business internationally and also comply with applicable foreign trade and payments law.

作为一家跨国公司，我们在开展国际业务时接受出口管制约束，并遵守适用的对外贸易及付款法律。

As such, we expect our employees to adhere to the applicable legal provisions relevant to export controls.

同样，我们希望员工遵守与出口管制有关的适用法律规定。

In international trade, exports are subject to product- and person-specific restrictions intended to protect the security-related interests of a given country and ensure a peaceful coexistence. Export controls are used to enforce these regulations.

在国际贸易中，出口业务受到旨在保护指定国家的安全相关利益和确保和平共处的限制特定产品及人士的条例的约束。出口管制用于执行这些条例。

Of particular note are product-specific requirements under the EU Dual-Use Regulation and the Chemical Weapons Convention. Furthermore, existing financial sanctions imposed on persons, companies and organizations must be observed.

其中尤其值得一提的是《欧盟军民两用物品出口管制条例》和《化学武器公约》中列出的特定产品规定。此外，还必须遵守对个人、公司和组织实施的现有金融制裁。

**WE COMPLY WITH EXPORT CONTROL LAW WHEN  
CONDUCTING BUSINESS INTERNATIONALLY**  
在开展国际业务时，我们遵守出口管制法律

## No corruption 抵制腐败

ARLANXEO stands for integrity in conducting business affairs. This also means that we intend to ensure our success with the quality of our products and not by means of bribery.

阿朗新科主张在开展业务活动时以诚信为本。这也意味着我们希望凭借产品质量而非贿赂手段来保持成功。

No civil servant or any other public official, whether locally or abroad, may be provided benefits of any kind whatsoever. This applies to all types of inducements. In this context, it should be noted that generally ARLANXEO does not provide financial support to any political groups or parties. The approval of the Board of Management must be obtained for any donations on a case-by-case basis. When engaging service providers who communicate with public officials on behalf of ARLANXEO, it must be ensured that these service providers observe the ban on corruption set out above.

不得向国内外公务员或任何其他政府官员提供任何性质的利益。这一规定适用于所有种类的诱因。在这种情况下，应当注意的是阿朗新科一般不向任何政治团体或政党提供财务支持。所有捐款必须逐一获得管理董事会的批准。在聘请代表阿朗新科与政府官员进行沟通的服务提供商时，必须确保这些服务提供商遵守上述腐败禁令。

Furthermore, it is prohibited to offer employees of other companies personal benefits, whether directly or in the context of work activities, in particular during the pre-negotiation stage, award or completion of a contract. Employees of ARLANXEO are prohibited from accepting or themselves soliciting any such benefits.

此外，禁止直接或在工作活动中向其他公司的员工提供个人利益，尤其是在合同的前期谈判、授予或完成阶段。阿朗新科员工不得收受或主动索取任何此类利益。

Exceptions may be made for symbolic, de minimis occasional and promotional gifts. If an employee is offered a gift, he or she must immediately report this to his or her superior or to employees of the Compliance Organization. Amounts smaller than occasional gifts and promotional gifts are excluded. Employees who receive gifts must immediately report them to their superiors or to the Compliance Organization.

**For more information, please see the directive on gifts and incentives.**

如需了解更多信息，请参阅礼品与奖励指令。

**WE ARE COMMITTED TO ACTING WITH INTEGRITY,  
IN PARTICULAR, THIS MEANS WE HAVE  
NO TOLERANCE FOR CORRUPTION  
我们始终坚持以诚信为本，这意味着我们对任何腐败现象实  
行零容忍**

## Handling informations 信息处理

**Protection must be guaranteed for the personal data of our employees, but also for that of our customers and suppliers.**

我们员工、客户和供应商的个人资料均应受到保护。

Personal data may be collected, processed and used only pursuant to the legal provisions regarding data privacy and protection. In this context, it must be ensured that personal data is stored safely and cannot be accessed by unauthorized persons.

个人资料仅可按照与数据保密及保护有关的法律规定收集、处理和使用。因此，必须确保以安全的方式存储个人资料，以防未经授权的人员获取。

**Protection of trade and business secrets: We protect the foundation our success is built on.**

保护贸易和商业机密：我们保护的是我们取得成功的基础。

All employees must ensure that no trade or business secrets are disclosed to unauthorized third parties prior to or after the termination of their employment relationship with ARLANXEO. Even in informal conversations among employees, it must be ensured that no information is disclosed to unauthorized ARLANXEO employees.

所有员工必须确保在与阿朗新科的雇佣关系终止前后，均不向任何未经授权的第三方披露任何贸易或商业机密。即使在员工之间的非正式交谈中，也必须确保不向任何未经授权的阿朗新科员工披露任何信息。

The highest level of diligence must be exercised to obtain legal protection for new findings or inventions; the patent department should be involved in this process. Unless they are in the public domain, procedures, substances and techniques must in all cases be kept confidential.

必须为新成果或新发明获取法律保护尽最大的注意义务；专利部门应当参与这一过程。程序、物质和技术在所有情况下都必须保密，属于公共领域者除外。

In order to protect our know-how, all agreements with third parties whose subject matter is the award of a license or the transfer of knowledge must be reviewed by the responsible department prior to their execution.

为了保护我们的专有技术，因授予许可或转让知识而与第三方达成的所有协议在签署前必须由主管部门进行审查。

In order to prevent an unintended loss of know-how at work stations, it must be ensured that documents and data storage devices do not fall into the hands of unauthorized persons. Such loss can also be prevented by responsibly using modern information systems. For this reason, it must be ensured that no unauthorized third party can access data, even in cases where an employee is not at his or her work station. Employees may reproduce or copy business documents or files belonging to the company for business purposes only.

为了避免专有技术在工作场所遭受意外损失，必须确保文件与数据存储设备不会落入未经授权的人员手中。以负责任的态度使用现代化信息系统的方式可以避免此等损失。为此，必须确保任何未经授权的第三方无法获取数据，包括当员工不在其工作岗位上时。员工仅可出于业务目的复制归公司所有的商业文件或资料。

The Patent department and Corporate Security are available to answer any questions on protecting know-how.

专利部门和公司安全部门负责回答与保护专有技术有关的任何问题。



Legally enforceable intellectual property rights attributable to third parties must be respected and may not be used without authorization.

归第三方所有且受法律保护的知识产权必须得到尊重，未经授权不得使用。

**Insider trading rules: Material, non-public information may not be used to gain a personal advantage.**

**内部交易规则：重大非公开信息不得用于获取个人利益。**

Employees may not, whether directly or by involving a third party, exploit internal or non-public information about the company's plans – for instance the intended sale of shares of the company, the acquisition of another company, the formation of joint ventures or other facts and information relevant to the company's stock price (insider information) – in order to gain a personal advantage in the context of trading securities. Employees may not disclose such information to unauthorized third parties. The foregoing also includes employees' family members and friends.

在从事证券交易时，员工不得为了获取个人利益而直接或间接通过第三方利用与公司计划有关的内部或非公开信息，例如公司的股份出售计划、对其他公司的收购、合资公司的成立或者与公司股价有关的其他事实及信息（内部信息）。员工不得向未经授权的第三方披露此类信息。前述条款同样适用于员工的家人和朋友。

**WE PROTECT OUR TRADE SECRETS AND  
THE DATA OF OUR EMPLOYEES AND  
BUSINESS PARTNERS**

**我们保护我们的商业机密以及我们员工和业务合  
作伙伴的资料**

## Conflicts of interest 利益冲突

**All employees must separate their personal interests from those of the company.**  
所有员工必须将个人利益与公司利益分开。

In connection with their business activities, our employees may not attempt to gain personal benefits or pursue their own interests. Existing conflicts of interest must be disclosed to the relevant employee's superior.  
在业务活动中，我们的员工不得尝试获取个人利益或追求私利。既有的利益冲突必须向相关员工的上级披露。

**Handling company property: Personal use not permitted.**  
处理公司财产：不得用于个人用途

All employees may use the assets and property of ARLANXEO for business purposes only. Employees are expected to exercise due care when using the assets of ARLANXEO and to avoid incurring unnecessary costs which do not result in added value for the Group.  
所有员工仅可将阿朗新科的资产与财产用于业务目的。员工在使用阿朗新科的资产时应当保持应有的谨慎，避免产生不能为集团增值的不必要成本。

In the absence of a policy allowing such use, personal use of equipment (e.g., devices, inventory, vehicles, office supplies, documents, files, data storage devices), work products and other resources belonging to the company is prohibited.  
在未经政策允许的情况下，禁止将属于公司的资产（例如设备、存货、车辆、办公用品、文档、文件、数据存储设备）、工作成果及其他资源用于个人用途。

**Outside employment: Integrity is essential.**  
外间受雇：诚信为本

All employees must notify the Human Resources department and their supervisors of their intention to commence an outside employment relationship – including as an independent contractor – or their intention to commence active work as an entrepreneur.  
所有员工必须将其在公司外另兼职务（包括独立承包人）的意图或者作为创业者积极开展工作的意图通知人力资源部及其上级。

The foregoing shall apply in particular to positions taken on at companies with which ARLANXEO maintains a business relationship or which may be deemed competitors. When publicly stating a personal opinion, employees may not refer to their position at the company.  
前述条款尤其适用于在与阿朗新科保持业务关系的公司或者可能被阿朗新科视为竞争对手的公司里所担任的职位。在公开陈述个人观点时，员工不得提及其在公司的职位。

**WE SEPARATE PRIVATE AND  
BUSINESS INTEREST AND ARE  
TRANSPARENT IN OUR ACTIONS**  
我们公私分明，行事光明磊落



## Employee interactions 员工互动

Treating other employees with respect and fairness is one of the pillars of our corporate culture and is reflected in our core values of respect, ownership, trust, professionalism and integrity.

用尊敬、公平的态度对待其他员工，是我们企业文化的支柱之一，这在我们的核心价值观（即尊重、敬业、信任、专业和诚信）中也有所体现。

This also applies in particular to the conduct of management when interacting with its employees.

这一点也特别适用于管理人员在与员工互动时的行为。

As a global company, diversity is one of our defining features which we protect and build upon. We treat as equal all employees, business partners and third parties, regardless of the following:

作为一家跨国公司，多元化是我们的显著特征之一，不仅需要我们保护，也是我们的基础。我们平等地对待所有员工、业务合作伙伴以及第三方，无论其：

- Race or skin colour
- Nationality or origin
- Belief
- Gender or sexual orientation
- Age
- Physical appearance
- 种族或肤色
- 国籍或民族
- 信仰
- 性别或性取向
- 年龄
- 外貌

Harassment in any form is prohibited at ARLANXEO. All employees have the right to be protected from harassment at their place of work. When conflicts arise, the relevant superior or the Human Resources department should be involved.

阿朗新科禁止任何形式的骚扰。所有员工都有权在其工作场所受到保护，免受骚扰。发生冲突时，有关上级或人力资源部门应当介入。

In addition to the ban on discrimination set out above, ARLANXEO is also committed to the labour-related principles set out in the UN Global Compact, i.e., we uphold the freedom of association and the right to collective bargaining as well as the abolition of child labour and the elimination of forced and compulsory labour.

除了上述歧视禁令以外，阿朗新科还遵守《联合国全球契约》中列出的与劳工有关的原则。也就是说，我们支持结社自由、劳资谈判权、取缔童工以及禁止强迫或强制劳动。

**WE RESPECT DIVERSITY AND  
REJECT ALL FORMS OF  
DISCRIMINATION**  
我们尊重多元化，反对一切形式的歧视