

Statement on integrity and self-discipline

In order to safeguard the legitimate rights and interests of the auditees, prevent the occurrence of various violations of disciplines and illegal acts, and strengthen the integrity of the company, the organization solemnly undertakes to require all staff:

- 1 It is not allowed to take advantage of auditing to seek illegitimate interests for individuals and others.
- 2 Carry out the audit strictly according to the time schedule of the audit plan, and do not be late or leave early.
- 3 Shall not charge any money provided by the auditee (including cash, securities, and gifts);
- 4 Shall not accept the auditee's over-reception;
- 5 No expenses unrelated of audit activities shall be reimbursed to the auditee.
- 6 Shall not require the auditee to invite his relatives and friends to dinner, or arrange for travel.
- 7 Shall not engage in any profit-making activities, such as consulting, training or marketing for the auditees;
- 8 Shall not ask the auditee for technical / management documents, materials, books, or other standards.

In order to facilitate the auditees to arrange the transportation and accommodation of auditors, technical experts and other relevant personnel during the period of acceptance of the audit, standardize the behavior standards of the auditees, and explain the standards of travel expenses reimbursement during the audit, for the auditees to refer to and implement:

- 1 During the auditing period, the auditor/technical expert shall pay for the air tickets, train tickets, long-distance bus tickets, accommodation, etc. to and from the residence/audited place, or the auditor/technical expert shall submit the relevant bills to the auditee for reimbursement after booking them by himself, except in the case of special agreement.
- 2 Usually, the means of transportation to and from the place of residence and the place of auditing are train, plane, taxi, coach, etc.
- 3 Trains should be preferred when the distance is less than 800km. Airplanes can be chosen when they have obvious price advantages over trains. For ordinary trains, hard-seat tickets should be purchased within 8 hours of journey; for night trains or journeys over 8 hours, hard-berth tickets can be purchased;
- 4 If the distance exceeds 800km, you can choose aircraft. Cities that have opened high-speed rail or motor vehicles should take high-speed rail/motor vehicles first without special reasons. Second-class tickets should be purchased for EMU/HSR trains and economy class tickets should be purchased for airplanes.
- 5 Taxis can not be used as a means of transportation between the two cities except for special circumstances.
- 6 Accommodation during the audit period shall be arranged by the auditee. The

Hotel accommodated during the audit period shall be clean, sanitary, safe, hot water and Internet accessible. Auditors/technical experts are not allowed to stay in designated accommodation hotels before and after the check-in date. Without prejudice to the audit work, there should be no requirement to replace the hotel.

- 7 When the auditor's travel expenses exceed the reimbursement standard for special reasons, he should communicate with the company/the audited enterprise in advance and confirm in writing. If there is no reason to exceed the prescribed standard, it should be implemented in accordance with the standard, and the excess part of the cost should be borne by itself.

Invite customers and people from all walks of life to supervise BCC employees, such as finding all kinds of violations, violations of discipline, violations of the law through the BCC complaint channel to complain to the BCC Legal Technology Dept., but also to direct feedback to the General manager of BCC, once verified, the company will seriously deal with.

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2023.12.15