



**Qingdao McDermott Wuchuan
Offshore Engineering Co. Ltd**
No.367 Lijiang East Road,
Economic & Development Zone,
Qingdao 266555, China
Tel : 86 532 86953500
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青島武船麥克德莫特
海洋工程有限公司
中國山東青島
經濟技術開發區
滄江東路 367 號, 266555
電話 : 86 532 86953500
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Dear Supplier 致供應商

Code of Procurement Ethics (COPE)

採購職業道德章程 (COPE)

On behalf of Qingdao McDermott Wuchuan Offshore Engineering Co. Ltd (hereinafter called "QMW"), I thank you for your continued business support to our company. All of our suppliers and contractors (hereinafter collectively called "Suppliers") like yourselves are important and elemental to our overall success. You represent an important part of our supply chain.

謹代表青島武船麥克德莫特海洋工程有限公司（以下稱“QMW”），感謝貴公司對我們的一貫支持。像貴公司一樣的供應商和承包商（以下統稱為“供應商”）對我們的成功都是非常重要和必需的，貴方在我們的供應環節中扮演着一個非常重要的角色 Z

I would like to take a moment to emphasize QMW's Code of Procurement Ethics (COPE).
在此，向貴公司介紹並強調 QMW 的採購職業道德章程 (COPE)。

The objective of COPE is to clearly communicate to you our beliefs and expectations in the course of conducting business with you. We seek to promote a mutually beneficial business environment which can flourish and bring optimum economic value to both QMW and our Suppliers. To do this, we will conduct our business fairly and ethically, and we expect the same from you. Our mutual commitment and ability to promote these principles will determine the quality and longevity of our business relationship with each other.

COPE 的內容非常清楚地闡述與貴公司進行商務合作時我方的觀點和態度。我們努力尋求一個能促進雙方利益的商業環境，給 QMW 和供應商雙方都能帶來最大的經濟價值。為此目的，我方將公平規範地進行商務運作，並希望貴公司也能做到這一點。我們雙方執行此原則的行為及能力將決定我們彼此商務合作的質量和長遠性。

Here are our principles and beliefs:

以下介紹我們的原則和觀點

- 1. Business Integrity:** QMW insists on honesty, integrity and fairness in all aspects of our business transactions with our Suppliers. We seek to ensure QMW and Suppliers have a mutually beneficial business relationship.

The direct or indirect offer, payment, soliciting and/or acceptance of bribes in any form are unacceptable. We will eliminate all forms of corrupt practices and take a serious

view of Suppliers and QMW employees who propagate this behavior.

商业信用: QMW 在和供应商各方面的商务合作中都坚持诚实、正直和公平的原则。我们努力寻求确保 QMW 和供应商双方利益的商务合作关系。任何形式的直接或间接的礼品、礼金、索贿和/或受贿都不可接受。我们摒弃一切贪污行为, 严肃处理任何涉及不良行为的供应商和 QMW 员工。

2. **Fair Competition:** QMW promotes fair competition in procuring goods and services from our Suppliers. We will provide our Suppliers with the same information so that none will have an unfair advantage over the others. We will maintain confidentiality with regard to each of our Suppliers' pricing and proprietary information.

公平竞争: QMW 从供应商采购货物和服务时提倡公平竞争的原则。我们给各供应商提供相同的信息以防止任何供应商得到额外优势进行不公平竞争, 对各供应商的报价和资源信息将采取保密措施。

3. **Open Communication:** QMW encourages open communication. We seek to be a top-notch procurement organization by constantly evolving to maximise the growth potential of QMW. One such method is to receive feedback from our Suppliers to improve ourselves.

公开交流: QMW 鼓励公开交流。期望伴随 QMW 不断发挥其最大潜能的成长过程中, 我们寻求建立一支顶尖可靠的采购队伍。聆听供应商的反馈建议是我们改进的一种方式。

4. **Gifts and Entertainment:** Save for nominal value token -souvenirs and/or entertainment that is nominal and infrequent such as business lunch over which legitimate business discussions take place, QMW will not accept any other gifts and/or entertainment from Suppliers. QMW will blacklist Suppliers who willfully disregards this principle.

礼品及馈赠: 职员因商务磋商时受邀请出席宴会或接受低价值礼品或适当的招待是可以理解及接受; QMW 不接受供应商的任何其他礼品或娱乐; 不尊重此原则的供应商将被列入黑名单。

5. **Reciprocity:** QMW expects all Suppliers to respect its principles and unequivocal intentions listed above. As our Supplier, you are required to communicate the foregoing to anyone in your company who may or will deal with QMW, including without limitation your employees, contractors, local agents, distribution network and the like. We view any infringement of the above principles and intentions by your regional and local sales channels as a like infringement by your company and will not hesitate to take drastic



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action in consequence thereof. Conversely, if you detect any infringement of the foregoing principles and intentions on our part, **please contact Ms. Aimee Zhang at 532-86953513 or Mr. Shen Yongjun at 532 86953551 immediately.**

互相監督: QMW 希望各供應商遵守並明白以上所列各項。作為我們的供應商, 貴方被要求把前述內容傳達給貴公司所有的可能或將會和 QMW 發生業務往來者, 包括且不限於貴司員工、承包商、區域代理、分銷商等等。因貴方及其任何下屬機構、區域銷售渠道等違反上述原則和意圖將被視為貴公司行為, 我方將毫不遲疑採取嚴厲行動。相反, 如果貴公司發現任何我方人員有違反上述原則和意圖的情況, 請立即聯繫: 供應鏈管理部經理張馨尹女士 電話: **532-86953513 or 沈永軍 Mr. Shen Yongjun at 532 86953551**

Kindly acknowledge and confirm your understanding of the above by signing a copy of this letter and returning it to us for our record. If you have any questions relating to any of the above, please do not hesitate to let the undersigned know.

非常感謝貴公司完全明白和理解以上內容, 請在此文件上簽字蓋章以示確認後交還我方作為存檔。如果貴公司對以上內容還存在任何疑問, 請立即通知我方以下簽署人。

We thank you for your valuable support and looking forward to a fruitful and mutually beneficial business relationship with your esteemed company.

感謝貴公司對我們的寶貴支持, 熱切盼望與貴司共同開創雙邊互利的商業合作關係。

Yours faithfully,

For and On behalf of

真摯的

A handwritten signature in black ink, appearing to be 'Zhang Xinyun', written over a horizontal line.

Name/姓名: 張馨尹

Title/職位 : SCM Manager

Supplier's Acknowledgement: I, [], authorized representative of [] having the power and authority, hereby acknowledge and confirm that I understand the purpose of QMW 's COPE and will respect the principle s set out above in order to preserve and continue business ties with QMW. I will ensure that the foregoing is communicated to our sales,



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marketing and services networks (and the like) for compliance.

供应商确认：我，[]，作为[] 公司的授权代表有权在此代表我方公司。为
了确保和维持与 QMW 的长期、持续的合作关系，特此确认并申明我方完全明白 QMW COPE 的目的并将遵守
以上原则。我保证传达上述原则给我方销售、市场和各服务网络（诸如此类）等部门加以执行。

Name/姓名:.....

Designation/职位:.....

Date/日期:.....