

TRANS DRAGON CODE OF BUSINESS CONDUCT

海龙国际运输代理有限公司商业行为准则

Confidentiality

保密原则

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

我们努力致力于维护对潜在的、现在的、过去客户信誉度，无论是正常的商业机密条款还是客户的个人信息。并且以相同的标准对待所有的客户、供应商和合作伙伴。

Ethics

道德

We always conduct our own services honestly and honourably, and expect our clients and suppliers to do the same. Our business processes and training take proper account of ethical considerations, together with the protection and enhancement of the moral position of our clients and suppliers.

我们一直诚实守信地开展服务，并期望我们的客户和供应商也同样做到这些。我们的培训也要求公司员工必须一直诚实做事，保持高标准的商业和道德规范。

Duty of care

注意义务

Our company and employee actions will always conform to relevant law, and we believe that all businesses and organizations should avoid causing any adverse effect on the human rights of people in the organizations we deal with, the local and wider environments, and the well-being of society at large.

我们的公司和员工行为符合相关法律，我们相信所有的商业活动都会在我们所涉及的人权问题、当地环境、以及社会幸福上最大限度的避免产生不利影响。

Social Responsibility

社会责任

Our company complies with all relevant environmental laws and takes pride in being a responsible member of our local community. We seek opportunities to improve the lives of those around us through commitment to operating in an environmentally sustainable manner, and engaging with local charities to provide assistance.

我们遵守国家的环境法律法规，并致力于通过援助当地的社会团体共同来改善我们的周边环境。

Conflict of interest

利益冲突

Our employees fulfill their obligation to the company and never use influence or information for private gain.

我们员工的工作尽职，不谋私利，不可以以任何方式干扰或可能干扰公司利益。

Competition

竞争

We compete fairly and respect the laws that protect free enterprise. We never collude with our competitors to fix prices or rig bids. We do not enter into any communication with our competitors regarding prices, sales territories, allocation of customers, capacity, volume, costs, profit, market share, service offerings, bids or compensation levels.

我们公平竞争尊重法律，保护自由交易。从不勾结对手，以控制价格来操纵投标。

Improper Payments

不当收入

We win business through integrity and excellent service, never through bribes. Our employees must never offer money, goods, services or anything else of value in order to influence someone's decision, and likewise must not accept any gift or entertainment of excessive value.

我们通过诚信和优质服务赢得客户。我们的员工绝不可以通过不正当手段影响对方的决定，也同样不接受任何影响决定的贿赂。

Intellectual property and moral rights

知识产权的精神权利

We retain the moral rights in, and ownership of, all intellectual property that we create and in return we respect the moral and intellectual copyright vested in our clients' intellectual property.

我们保留知识产权的精神权利，并尊重客户的知识产权的精神权利和知识版权归属。

Professional conduct

职业操守

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgement so that issues are never influenced by anything other than the best and proper interests of our clients.

我们诚实守信的进行专业的服务，并非常重视我们的判断是否是完全客观的，是否会影响客户的正常利益。

Equality and discrimination

公平与歧视

We act with respect for individuals and base our decisions on merit, never on race, colour, religion, national origin, sex, pregnancy, sexual orientation, age or disability.

我们尊重个人，不因个人的种族、肤色、国籍、性别、孕情、性取向、年龄或者残疾产生歧视。

Working with agents and suppliers

与代理和供应商合作

We only work with agents and suppliers who share our commitment to integrity. Decisions are made based on the merits of our suppliers' service, and do not accept any kickbacks or other payments.

我们只与和我们拥有对诚信相同信念的代理商和供应商合作，并基于供应他们的表现进行评价，不接受回扣以及其他形式的回扣。

Working with governments

与政府合作

We act ethically, respecting the laws that regulate our business. We are truthful and accurate in all of our communications with government officials and never offer even nominal gifts to government officials.

我们的工作遵守道德规范，遵守相关业务法规。在我们与政府的沟通中，我们值得信任，从不向政府相关人员提供礼品。