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Dear Supplier 致供应商

### **Code of Procurement Ethics (COPE)**

#### **采购职业道德章程 (COPE)**

On behalf of Qinddao 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.

谨代表青岛武船麦克德莫特海洋工程有限公司（以下称“QMW”），感谢贵公司对我们的一贯支持。像贵公司一样的供应商和承包商（以下统称为“供应商”）对我们的成功都是非常重要和必需的，贵方在我们的供应环节中扮演着一个非常重要的角色

I would like to take a moment to emphasize QMW's Code of Procurement Ethics (COPE).

在此，向贵公司介绍并强调 QMW 的采购职业道德章程 (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 的内容非常清楚地阐述与贵公司进行商务合作时我方的观点和态度。我们努力寻求一个能促进双方利益的商业环境，给 QMW 和供应商双方都能带来最大的经济价值。为此目的，我方将公平规范地进行商务运作，并希望贵公司也能做到这一点。我们双方执行此原则的行为及能力将决定我们彼此商务合作的质量和长远性。

Here are our principles and beliefs:

以下介绍我们的原则和观点

- 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



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

供應商確認: 我, [ ], 作為 [ ] 公司的授權代表有權在此代表我方公司。為了確保和維持與 QMW 的長期、持續的合作關係, 特此確認並申明我方完全明白 QMW COPE 的目的並將遵守以上原則。我保證傳達上述原則給我方銷售、市場和各服務網絡 (諸如此類) 等部門加以執行。

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Name/姓名:.....

Designation/職位:.....

Date/日期:.....