

员工守则

STAFF CODE

2014 EDITION



中国石油化工集团公司
CHINA PETROCHEMICAL CORPORATION



董事长致辞

中国石油化工集团公司主要从事油气勘探开发、石油炼制和油品销售、化工产品生产和销售、石油和炼化工程服务、国际贸易以及科技研发，并涉足新能源及非油业务等领域，为人们的衣食住行提供全方位服务。

公司秉承“为美好生活加油”的企业使命，弘扬“人本、责任、诚信、精细、创新、共赢”的企业核心价值观，实施资源战略、市场战略、一体化战略、国际化战略、差异化战略和绿色低碳战略，坚持市场化运营、专业化发展、差异化竞争、一体化管理、集团化管控、规范化治理，推进深化改革、转型发展、从严管理，致力于建设成为人民满意、世界一流能源化工公司。

企业愿景和发展战略的实现，需要我们认同公司的企业文化，遵守共同的行为准则，营造和谐有序的工作氛围，建设团结高效的工作团队。让我们共同践行《员工守则》，履行“每一滴油都是承诺”的责任，为社会提供一流的产品、技术和服务，为员工搭建职业发展、实现价值的平台，打造高度负责任、高度受尊敬的世界一流企业，携手共创美好未来！

傅成玉

CHAIRMAN'S ADDRESS

China Petrochemical Corporation is committed to meeting people's needs for food, clothing, housing and transport while engaging in its core businesses of oil & gas exploration and production, oil refining and marketing of oil products, chemicals production and marketing, oilfield services, refining and chemical engineering services, trading, technology R&D, new energy, etc.

Our corporate mission is powering better life, and our core values are people, responsibility, integrity, excellence, innovation and win-win. We implement strategies of resources, markets, integration, international operation, differentiation and green & low-carbon growth. Through market-orientated operations, specialization, differentiation, integrated management and rigorous governance,

we strive to transform our growth pattern and build a world leading energy and chemical company that addresses the needs of all.

To realize our corporate mission and strategies, all staff members need to embrace a common corporate culture, observe a common code of conduct, build a harmonious and well-regulated working environment, and form a united and efficient team. Let us all act this Staff Code, deliver our commitment of "every drop of oil counts", provide premium products, technologies and services for the society, and create a platform for every staff member for their greater career development. Let us join hands in building a highly responsible and respectable company and a brighter future.

Fu Chengyu



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关于《员工守则》 ABOUT
THE STAFF CODE



- ① 《员工守则》是依法制定的公司员工行为规范，适用于公司所有员工。
- ② 《员工守则》对您的从业行为作出了最基本的规定和要求，是您在公司从业的行为指南，请您认真阅读和遵守。同时，您还需遵守中国及业务所在国家（地区）的法律法规和公司的各项规章制度。如果您违反了《员工守则》，公司将依据《中国石化职工违纪违规行为处分规定》等规章制度，给予相应的处理或处分。涉嫌违法犯罪的，将依法移送司法机关追究法律责任。

- ① The Staff Code is the code of conduct for employees set forth in accordance with the law. It applies to all staff members of China Petrochemical Corporation ("the Company").
- ② The Staff Code sets out basic regulations and requirements to guide the occupational behavior of staff members, and is to be read thoroughly and observed strictly. Staff members are also required to abide by applicable laws and regulations of China and other countries or regions where they work, and comply with the rules and regulations of the Company. Any staff member who violates the Staff Code, depending upon the seriousness of the infringement, shall be liable to disciplinary measures of the Company. Any law-breaking behavior shall make the wrongdoer subject to legal liabilities.



HSE 要求 **HSE**
REQUIREMENTS



HSE 要求

HSE 是指健康、安全与环境。

石油化工具有高温高压、易燃易爆、有毒有害、链长面广的行业特点，从业风险较高，您的丝毫麻痹大意，都有可能给您和他人带来伤害。

您必须认真执行中国及业务所在国家（地区）的 HSE 方面的法律、法规和标准，掌握公司 HSE 管理规定和相关知识与技能，了解应对突发事件的知识，并严格按照 HSE 规定和要求约束自己的行为，做到不伤害自己、不伤害他人、不被他人伤害，节约资源，保护环境。

➤ HSE 方针

- 安全第一，预防为主；全员动手，综合治理；改善环境，保护健康；科学管理，持续发展。

HSE REQUIREMENTS

HSE refers to Health, Safety and Environment.

The petrochemical industry's working environment is featured with high temperature, high pressure, easy combustion and explosion, poison and harm, and long industrial chain, hence high risks. Even the slightest negligence may cause damage to you and other people.

You should strictly comply with HSE laws, regulations and standards in China and countries or regions where you work, understand well the Company's HSE regulations, master relevant skills, and know how to handle emergencies. You should act according to HSE regulations so as not to hurt yourself or others, and prevent yourself from being hurt by others. You should also save resources and protect the environment.

➤ HSE POLICY

- Safety foremost, prevention first, all engagement, comprehensive approach, better environment, good health, scientific management and sustainable development.



HSE 价值观

- 安全高于一切，生命最为宝贵。
- 始终坚持以人为本，把人的生命健康放在第一位，坚守“发展决不能以牺牲人的生命为代价”的安全生产红线，在企业所有生产经营活动中切实做到对人的生命健康负责、对环境负责，用安全衡量生产实践，用行动保障生命健康，追求生产与环境的和谐。

HSE 使命

- 保障人的生命财产安全，提供安全健康的工作环境。

HSE VALUES

- Safety and life above all.
- We consistently adhere to the “people orientation” and “life and health first” principle, redline “development at the expense of human life”, and are committed to being responsible for human life, health and the environment throughout our operations. We strive to achieve harmony between operations and the environment, prioritize safety performance in evaluating operational results, and undertake concrete actions to safeguard life and health.

HSE MISSION

- Assured life and property protection, secure and healthy workplace.



HSE 目标

- 以“零容忍”的态度努力实现“零违章、零伤害、零事故、零污染”。
- 始终坚持“一切隐患可以消除，一切违章可以杜绝，一切风险可以控制，一切事故可以避免”的理念。通过落实责任，加强监督，严格考核，实现控制风险，杜绝违章，消除隐患，避免事故。

HSE 责任

- 工作中应采取必要措施，最大限度地减少安全事故，最大限度地减少生产、业务活动对环境造成的损害，最大限度地减少工作和工作环境对您和他人健康造成的伤害。

为了保证公司正常的生产工作秩序，为了您的安全与健康，您须：

- 严格执行公司 HSE 方面的管理制度，履行 HSE 职责，令行禁止，绝不可存在侥幸心理。

HSE GOALS

- A “zero tolerance” attitude to achieve “zero violation, zero injuries, zero incidents, zero pollution”.
- We believe that “all hazards can be eliminated, all violations of regulations can be stopped, all risks can be managed, and all incidents can be prevented”. Through defining responsibilities, reinforcing supervision, strengthening assessment, we shall be able to put risks under control, eliminate hazards, and prevent violations of regulations as well as incidents.

HSE OBLIGATIONS

- You should take necessary measures to reduce incidents, to minimize damages to the environment brought about by operations or business activities, and to minimize occupational harm to you and others.

To ensure good workplace order and guarantee your safety and health, you should:

- Comply strictly with the Company's HSE regulations and requirements, perform HSE duties, follow orders, and never relax on flukes;





- 自觉接受 HSE 教育培训，提高 HSE 意识和技能。
- 严格履行 HSE 职责，不违章指挥，不违章作业，不违反劳动纪律。自觉抵制违章指挥，纠正违章行为。
- 避免有害于身心健康的行为。

温馨提示

- HSE 方面的要求对公司利益相关者及合作伙伴同样适用。
- 如果您需进一步了解公司 HSE 方面的规定和要求，可查阅安全生产责任制、《中国石化安全生产禁令》、《中国石化环境保护管理规定》和《中国石化职业卫生管理规定》等制度。

郑重提醒

您如果有违反 HSE 管理规定等方面的行为，公司将依据《中国石化职工违纪违规行为处分规定》等规章制度，给予相应的处理或处分。涉嫌违法犯罪的，将依法移送司法机关追究法律责任。

- Attend HSE training programs to enhance HSE awareness and skills;
- Perform strictly HSE duties, refrain from giving false orders, malpractices, or activities that violate workplace disciplines, and resist false orders and correct malpractices;
- Avoid activities that may harm your physical or mental health.
- *HSE regulations and requirements are also applicable to stakeholders as well as business partners of the Company.*
- *For more information about the Company's HSE regulations and requirements, please refer to Work Safety Responsibility Rules, SINOPEC Work Safety Regulations, SINOPEC Environmental Protection Regulations and SINOPEC Occupational Health Regulations.*
- *Anyone who violates the Company's HSE regulations and requirements will be liable to disciplinary measures based on SINOPEC Regulations on Punishment for Violations of Disciplines and Rules. In cases which may constitute a crime, the offender shall be transferred to judicial organs for investigation of legal liabilities.*



行为规范 **BUSINESS
CONDUCT**

行为规范

您须履行与公司签订的劳动合同或劳务协议中约定的责任和义务，维护公司和您的合法权益。爱岗敬业，履职尽责，养成精细严谨的工作作风，做到会干工作、能干工作、干好工作。

工作纪律

为保证公司生产、经营及各项管理工作有序、高效地进行，公司规定了工作纪律。您须：

- 遵守组织纪律，服从工作指挥和安排，按照规定程序请示、报告，做到令行禁止。
- 遵守劳动纪律，高效利用工作时间，高质量完成工作任务。
- 遵守其他工作纪律，避免一切不利于公司生产经营管理的言行。

温馨提示

- 自觉履行岗位职责，主动接受公司对您工作绩效的检查和考核。

BUSINESS CONDUCT

To safeguard the legitimate rights of the Company and yours, you should perform duties and fulfill obligations as stated in the employment contract or the labor service agreement. You should perform your duties duly with thoroughness and precision, and complete your assignment efficiently and effectively.

WORKPLACE DISCIPLINE

To ensure efficient and systematic operation, the Company sets out workplace regulations and policies. You should:

- Obey organizational discipline, follow instructions, report to your supervisors according to Company procedures, and execute every order and ban as required;
- Observe work discipline, make the best use of work hours, and be quality-oriented in job execution;
- Obey other workplace regulations, and refrain from any words or deeds that may negatively affect the Company.

- *You should perform your duties conscientiously and be ready for performance assessment by the Company.*



工作秩序

致力于维护正常的工作秩序，不得进行任何干扰和破坏工作秩序的行为。您应：

- 不进行任何扰乱工作秩序、妨碍他人工作的活动。
- 爱护工作环境和公共设施，不进行任何破坏工作环境和公共设施的活动。

温馨提示

- 您对公司如有诉求或意见，应按照正常程序和渠道反映，不要采取过激行为。

WORKPLACE ORDER

Activities that may disturb or break workplace order are not tolerated. You should:

- Avoid any activities that may disrupt workplace order or disturb other staff members at work;
- Take good care of the working environment and public facilities, and refrain from any activities that may damage them.

- *You should express your concerns or suggestions through established procedures and channels, and refrain from any aggressive behavior.*



员工关系

致力于维护彼此信任、平等沟通、团结协作、公平竞争的员工关系。每位员工都是团队中的一员，都应受到尊重。您应：

- 服从上级，关爱下级，同事间坦诚相待，相互尊重。
- 尊重和包容他人的个性，尊重他人隐私，彼此间予以充分的理解和信任。
- 重视个人发展，更要注重团队绩效。
- 公平竞争，精诚合作，互利共赢。

温馨提示

- 请不要以身份、种族、地区、性别、宗教信仰、风俗习惯和个人隐私等为题取笑或侮辱他人。
- 请避免有损于团队和谐的言行。

STAFF RELATIONS

Staff members should be committed to preserving staff relations that characterize mutual trust, communication on equal basis, collaboration and fair competition. Each staff member is part of the team and deserves respect by others. You should:

- Follow instructions of your supervisors, take good care of your subordinates, and be honest to, and respect your colleagues;
- Respect individuality and privacy, as well as understand and trust each other;
- Attach equal importance to your personal development and team performance;
- Uphold teamwork, fair competition and mutual benefit.

- *Do not ridicule or humiliate other staff members on their position, race, religion, customs or other private matters.*
- *You should avoid any words or deeds that may disharmonize teamwork.*



▶ 学习培训

公司倡导建立学习型组织，主动学习和接受培训是您的权利，更是您的责任。您应：

- 树立终身学习理念，主动学习，善于思考，勤于实践，勇于创新，不断提高综合素质和履职能力。
- 自觉接受公司组织的培训，充分利用远程培训等平台，提高业务能力、技能水平，并接受培训考核评估。
- 参加有特殊要求的培训时，应与公司签订培训协议，并履行相应责任和义务。

温馨提示

- 如果您需进一步了解学习培训方面的规定和要求，可查阅《中国石化员工培训管理规定》等制度。

▶ TRAINING

The Company encourages a learning environment. To study and receive training is your responsibility and right. You should:

- Improve your all-round capability and ability to perform duties through lifelong learning, proactive learning and thinking, real world practice and innovation;
- Attend training programs organized by the Company, make full use of e-training and other resources, enhance your operational and technical skills, and cooperate with the Company in assessing the results of training;
- Sign training agreements with the Company before attending special training programs, execute your rights and fulfill your obligations accordingly.

- For more information about staff training, please refer to SINOPEC Staff Training Policy and other related documents.



公司资源

合理使用公司资源，确保公司资源不被滥用、浪费、盗窃和用于谋取私利。您须：



- “经营一元钱，节约一分钱”，节俭办好公司各项事务。
- 积极参与公司改善经营管理工作，优化资源配置使用，提高公司资源的利用效率。
- 保护公司财产，未经批准，不得将公司财产赠与、转让、出租、出借、抵押给其他单位和个人。

温馨提示

- 公司品牌是公司资源的重要组成部分，您应自觉维护，并抵制破坏公司形象的言行。

COMPANY RESOURCES

The Company requires staff members to make economic use of company resources, and protect the resources from abuse, theft, squandering and jobbery. You should:

- Cut expenses for the Company, and handle all business in a thrifty manner;
- Actively participate in activities that improve the Company's operations, optimize allocation and use of resources, and enhance efficiency of company resources;
- Protect company assets, and not donate, transfer, lease, lend or pledge company assets to any organization or individual without the Company's authorization.
- *Company brands are important components of company resources. You should resist any words or deeds that may harm company brands.*



业务活动

依法诚信经营，规范开展业务活动，树立公司良好品牌形象。您须：

遵守业务法规

严格遵守有关法律法规和公司相关规定。

温馨提示

- 业务活动中应注意征询法律人员意见，遇重大、复杂法律问题，您应遵循法律人员的书面意见。

BUSINESS ACTIVITIES

You should carry out business activities in compliance with laws and in good faith.

- You should comply with relevant laws, rules, regulations and business norms.

- You should consult legal professionals in business activities. For major or complicated legal issues, you should seek professional advice in written form.



履行业务职责

熟知并认真履行自己的业务职责，未经授权和批准不得从事下列活动：

- 以公司及所属机构名义进行考察、谈判、签约、招投标、竞拍等。
- 以公司及所属机构名义提供担保、证明。
- 以公司及所属机构名义发表意见或提供信息。
- 代表公司及所属机构出席公众活动及其他活动。

温馨提示

- 您应执行内控及相关制度，按规定权限办事。
- 超越职权范围的行为，对公司和个人都可能带来损失或不利影响。

■ You should well understand and conscientiously perform your business obligations, and without prior authorization, never involve yourself in:

- Abuse of the Company's name in organizing business visits, negotiation, signing contracts, bidding or tendering, auction;
- Abuse of the Company's name in providing guarantee or certification;
- Abuse of the Company's name in making public statement or disclosing information;
- Attending public events or other activities on behalf of the Company.

- *You should act within your authorization according to internal control and other policies.*
- *Overstepping your authority may cause damage to both the Company and yourself.*





▶ 利益调节

您在工作时间以外的个人行为和活动一般不会受到公司干涉，但如果您的个人行为及活动损害或可能损害公司利益和形象时，您须立即停止该行为或活动。您在进行以下行为或活动时要特别谨慎：

- **投资** 您不得从事有损公司利益的投资。
- **涉及亲属的业务** 在处理业务时，如涉及您的亲属，您应按规定回避或报告。

温馨提示

- 如果您与竞争对手、客户或供应商的其他关系可能会影响公司的利益，您应立即报告您的直接上级。
- 不要利用自己的职权和工作之便，获取任何不正当的个人利益。

▶ CONFLICT OF INTEREST

The Company does not interfere in your personal conduct outside your business hours. However, if your personal conduct harms or may harm the interests or image of the Company, you should immediately stop doing so. The following activities deserve your extra caution:

- **Investment** You should not make any investment that is detrimental to the Company's interests.
- **Business involving your relatives** You should withdraw from the business or report to your supervisor if the business you deal with involves your relatives.

- *If your connections with rival companies, clients or suppliers may conflict with the Company's interests, you should report to your direct supervisor immediately.*
- *Never attempt to take advantage of your power and position for personal gains.*

▶ 廉洁从业

廉洁从业是公司员工必须遵循的职业操守和准则。

您须：

- 按规定接受廉洁从业教育，并从中获得认知和警示。
- 熟知并严格遵守廉洁从业的各项规定和法规，避免违纪违规违法行为的发生。

温馨提示

- 请务必高度重视和严格执行廉洁从业的各项规定和法规，不要行贿受贿，不可存有侥幸心理。
- 除本公司规定金额以内的礼品外，您应该将接受的礼品登记上交。
- 如果您需进一步了解公司廉洁从业方面的规定和要求，可查阅《中国石化签订廉洁从业责任书管理规定》《中国石化国内交往中收受礼品实行登记制度实施细则》等制度，也可向直接上级或纪检监察部门咨询。

郑重提醒

您如果有违反生产经营管理规定、财务资产管理规定、组织人事纪律、廉洁从业规定、社会管理秩序等方面的行为，公司将依据《中国石化职工违纪违规行为处分规定》等规章制度，给予相应的处理或处分。涉嫌违法犯罪的，将依法移送司法机关追究法律责任。

▶ CLEAN CONDUCT

Clean conduct is the occupational ethics and principles that require strict compliance by all staff members. You should:

- Attend education programs on clean conduct, draw lessons from past cases and take cautions hereafter;
- Learn by heart and act in strict compliance with laws and regulations concerning clean conduct.
- *Keep firmly in mind and strictly comply with regulations on clean conduct. Bribery shall in no case be tolerated. Do not take chances in matters of offering or taking bribery.*
- *Register and surrender received gifts exceeding the capped value set by the Company.*
- *For more information about the Company's regulations on clean conduct, please refer to relevant policies, including SINOPEC Provisions on Signing Liability Statement for Clean Conduct and SINOPEC Detailed Rules for Implementation of Received Gifts Registration, or consult your direct supervisor or the supervisory department.*
- *Anyone who violates the Company's regulations on business operation, finance and asset management, staff disciplines, clean conduct and social order will be liable to disciplinary measures based on SINOPEC Regulations on Punishment for Violations of Disciplines and Rules. In cases which may constitute a crime, the offender shall be transferred to judicial organs for investigation of legal liabilities.*





道德规范 **ETHICAL
STANDARDS**

道德规范

遵循道德规范，是公司对员工的基本要求之一。

- ▶ 您须遵守中国及业务所在国家（地区）的法律法规和公司的各项规章制度，做到守法依规。
- ▶ 您应遵守社会公德、职业道德、家庭美德，培育良好个人品德，尊重社会主流文化，与社会、自然和谐相处。
- ▶ 诚信规范是对您从业的要求，您应重信守诺，言出必行，“当老实人、说老实话、办老实事”。
- ▶ 倡导绿色低碳、厉行节约，认真履行节能环保等社会责任，践行简约俭朴、健康向上的生活方式，推进生态文明建设。
- ▶ 公司是您体现自身价值的平台，作为公司的一员，您应自觉维护公司的利益与形象，努力实现与公司共同发展。

ETHICAL STANDARDS

To comply with ethical standards is one of the basic requirements for staff members.

- ▶ You should strictly comply with applicable laws, rules and regulations of China and countries or regions where the Company operates, as well as with all regulations and policies of the Company.
- ▶ You should respect social and professional ethics, family values, and mainstream cultures, while forming your personal virtues and seeking harmony with the society and nature.
- ▶ Upholding honesty and integrity, you should honor your words and deliver your commitment, which means to “be a person truthful in his words and deeds”.
- ▶ You should advocate and exercise the Company’s green and low-carbon concept as well as its commitment to energy conservation and environmental protection. You are encouraged to embrace a thrifty, simple and healthy lifestyle that conforms to the nation’s development of ecological civilization.
- ▶ The Company provides you with the platform to realize your value, and you are expected to be protective of the Company’s interests and image, and seek mutual growth.



工作礼仪 **WORKPLACE
PROTOCOLS**

工作礼仪

工作礼仪是员工在工作场合或公务活动中个人素质
和公司形象的展示。您应：

▶ 举止得体

- 要文明礼貌，举止端庄，体现公司员工的素质与风貌。
- 与人交谈时应热情、亲切、诚恳，认真聆听与交流。
- 在公共场所要做到行为文明，遵守公共秩序。

▶ 着装规范

- 根据时间、地点、场合选择合适的服饰，着装要得体、整洁、大方。

WORKPLACE PROTOCOLS

Workplace protocols concern the image of the Company
as well as that of staff members in workplace. You should:

▶ DECENT BEHAVIOR

- Be polite and well-mannered in a way that reflects the fine quality and professional etiquette of staff members;
- Be cordial and amiable in conversation, and be a good listener;
- Behave appropriately and observe public order in public places.

▶ APPROPRIATE DRESSING

- Dress code should match with specific occasions.





- 您在工作期间应按照劳动保护的规定和岗位要求着装。
- 当您参加会议、从事商务或外事活动时，应按要求着装。

语言文明

- 要尽量使用普通话或通用工作语言。
- 使用文明语言，语气亲切、礼貌热情。

温馨提示

- 工作交流、接待来访、业务洽谈等，不能影响他人工作。
- 每一名员工都是公司的“形象大使”，当您出现在工作和其他公务场所时，您的一举一动将体现公司的形象。
- 遵循良好的工作礼仪，有益于您的工作和形象，有益于公司的声誉和品牌。

- During work hours, your dress code should conform to regulations of labor protection and pertinent job requirements.
- You should dress properly when attending business meetings or negotiations.

PROPER LANGUAGE

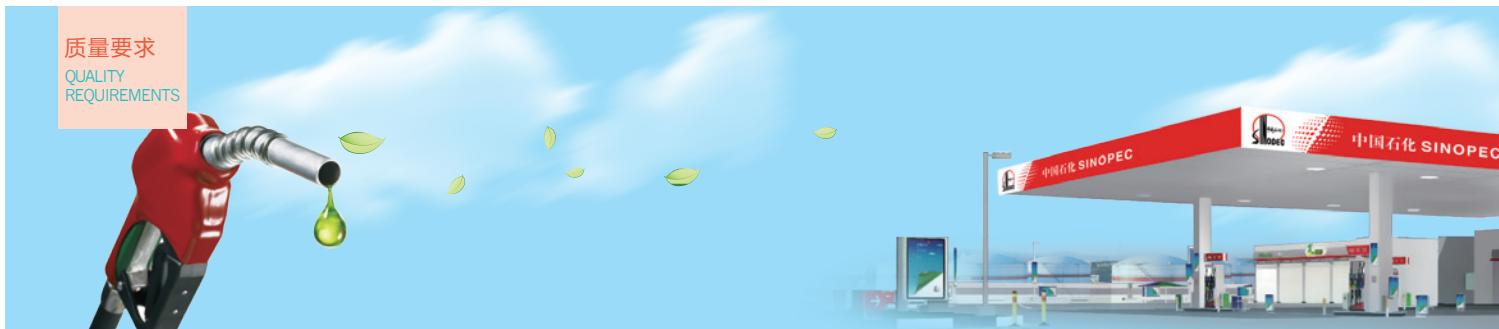
- Use Mandarin or common working languages.
- Apply polite words in an amiable and cordial manner.
- *Do not disturb others at work when you receive visitors, communicate or have discussions in the workplace.*
- *Every staff member is the “public face” of the Company. Remember that you represent the Company on public occasions.*
- *Following appropriate business etiquette is beneficial not only to your work and image, but also to the Company’s reputation and brand value.*





质量要求 **QUALITY
REQUIREMENTS**

质量要求 QUALITY REQUIREMENTS



质量要求

公司每天面对上千万的顾客和利益相关者，您应以一丝不苟的态度和精细严谨的作风，确保产品质量、工程质量、服务质量 100% 合格，践行“每一滴油都是承诺”的社会责任。

您必须认真执行中国及业务所在国家（地区）的质量管理方面的法律、法规和标准，掌握公司质量管理规定和相关知识与技能，注重识别和控制质量风险，防范和杜绝质量事故。

质量方针

- 质量永远领先一步。

质量目标

- 质优量足，客户满意。



QUALITY REQUIREMENTS

The Company services over ten million customers and stakeholders every day. All staff members should strive for excellence to ensure that the quality of all products, projects and services are up to standards so as to deliver our commitment of “every drop of oil counts”.

You should abide by the quality-related laws, regulations and standards in China and countries or regions where the Company operates, have good command of the Company’s quality management regulations, master pertinent knowledge and skills and stay alert to identify and mitigate quality risks so that quality-related incidents can be prevented.

QUALITY POLICY

- Leadership position in quality.

QUALITY GOALS

- Premium quality and sufficient quantity for customer satisfaction.

质量责任

- 严格执行公司质量管理标准和规章制度，恪守质量诚信，杜绝以次充好、缺斤短两等行为。
- 自觉接受质量教育培训，积极推广应用先进质量管理方法，提高质量意识和质量管理技能。
- 牢固树立整体质量意识，上游企业为下游企业着想，上一环节对下一环节负责，上道工序对下道工序负责，严把各环节质量关，提高质量保障水平。

温馨提示

- 质量方面的有关要求对公司利益相关者及合作伙伴同样适用。
- 如果您要进一步了解公司质量管理方面的规定和要求，可查阅《中国石化质量管理办法》和《中国石化质量事故管理规定》等制度。

郑重提醒

您如果有违反质量管理规定等方面的行为，公司将依据《中国石化职工违纪违规行为处分规定》等规章制度，给予相应的处理或处分。涉嫌违法犯罪的，将依法移送司法机关追究法律责任。

QUALITY OBLIGATIONS

- Comply with the Company's quality management standards and regulations and honour business ethics and integrity. Any behaviour that cheats at quality or quantity is prohibited.
 - Attend quality-related training programs, promote and apply advanced quality management methods, and enhance quality awareness and management skills.
 - Develop a strong sense of maintaining high quality for the Company as a whole which requires upstream operations to consider the interests of downstream operations and that total quality assurance is in place.
- *The Company's quality regulations and requirements are applicable to all stakeholders and business partners of the Company.*
 - *For more information about the Company's quality management regulations and requirements, please refer to SINOPEC Quality Management Standards and SINOPEC Quality Incidents Management Regulations, etc.*
 - *Anyone who violates the Company's quality management regulations will be liable to disciplinary measures based on SINOPEC Regulations on Punishment for Violations of Disciplines and Rules. In cases which may constitute a crime, the offender shall be transferred to judicial organs for investigation of legal liabilities.*



保密须知

CONFIDENTIALITY

保密须知

您应自觉遵守公司的保密规定和要求，避免违规使用知识产权和泄密的行为。

▶ 知识产权

您应致力于保护公司的知识产权，并尊重他人的知识产权。您须：



- 遵守公司知识产权保护方面的规定，保护您在任职期间知悉或者持有的任何属于公司的知识产权。
- 因履行职责或利用公司资源取得的发明创造、作品和开发的计算机软件等都属公司所有，您有义务提供必要的信息资料，协助公司取得和行使知识产权。

CONFIDENTIALITY

You should comply with confidentiality requirements by the Company, and must not violate intellectual property or leak any confidential information.

▶ INTELLECTUAL PROPERTY

You should be committed to protecting the Company's intellectual property, and respect the intellectual property of others' as well. You should:

- Comply with the Company's regulations on the protection of intellectual property, and protect all Company-owned intellectual properties that you know or possess during your service in the Company;
- Be aware that all your inventions and works, and IT software you developed, with the Company's resources or for the purpose of accomplishing certain tasks, are considered the Company's possessions; be obliged to provide necessary information to assist the Company in acquiring and exercising intellectual properties;



- 在未经公司书面同意的情况下，不能以任何方式使第三方获取属于公司的商业秘密。
- 遵守劳动合同中约定的保密要求，有关人员还须签订并严格遵守“保密协议”“竞业限制协议”。

温馨提示

- 不可利用公司的知识产权和相关信息谋取私利。
- 不得非法使用属于他人的知识产权和相关信息，不得实施侵犯他人知识产权的行为。
- 在未经许可的情况下，不可私自制作、复制、储存、保管、销毁商业秘密。
- 如果您需进一步了解公司知识产权方面的规定和要求，可查阅公司《中国石化保密工作管理办法》《中国石化保密工作责任制暂行规定》和《中国石化商业秘密保护规定》等制度。

- Not disclose commercial secrets of the Company to a third party without the written consent of the Company;
- Comply with the confidentiality requirements stated in the employment contract; (any concerned personnel should also) sign and strictly comply with the “Confidentiality Agreement” and “Non-compete Agreement”.



保密协议

- Do not use the Company's intellectual property and relevant information for personal benefit.
- Refrain from illegal use of other people's intellectual property and relevant information. Do not infringe other people's intellectual property.
- Unauthorized production, copying, storage, keeping or destruction of commercial secrets is prohibited.
- For more information about intellectual property regulations and requirements, please refer to SINOPEC Confidentiality Regulations and Practices, SINOPEC Provisional Rules for Confidentiality Accountability and SINOPEC Commercial Secrets Protection Regulations.

信息披露

信息披露由公司指定部门负责，并按照一定程序，真实、准确、完整、及时、公平地向社会进行披露。未经授权您不得在各类媒体上披露影响公司利益和信誉的信息。您须：



- 真实、准确、客观、及时、完整地记录公司生产、经营、管理、科研等相关信息。不得伪造、改动、隐藏、销毁相关信息。不得指使、胁迫他人伪造、修改相关信息。
- 不得将内部保密信息披露给他人，包括公司外部人员、家庭成员，以及不应该了解该方面信息的内部员工。

温馨提示

- 不得利用内幕信息从事证券交易。
- 如果您要进一步了解公司信息披露方面的规定和要求，可查阅公司《内幕信息知情人登记制度》等制度。

INFORMATION DISCLOSURE

A designated department by the Company is responsible for information disclosure, which under stated procedures will disclose information to the public truthfully, precisely, fully, fairly and on time. Without authorization, you are not allowed to disclose any information that may negatively affect the Company's interests and credibility. You should:

- Keep truthful, precise, objective, timely and full records of relevant information concerning the Company's production, operation, management and R&D status; not forge, modify, conceal or destroy relevant information, or instigate or force others to forge or modify relevant information;
- Not disclose confidential information about the Company to others, including people outside the Company, family members, and the Company's employees who are not among the intended recipients.



- You should not take advantage of inside information in securities trading.
- For more about the Company's information disclosure regulations and requirements, please refer to Regulations on Registration of Inside Information Possession and related documents.



信息安全

合理、规范地使用公司的信息资源和系统，以保障公司信息系统安全、可靠、稳定运行。您须：

- 遵守国家相关的法律、法规和公司的信息安全管理制度。
- 认真学习计算机使用安全常识，接受信息安全培训，提高计算机安全意识和技能，妥善保管所使用的计算机及其附属设备，防止设备及其存储信息丢失、损坏。

温馨提示

- 不得利用公共网络或手机发送公司的保密信息或重要信息，请谨记：涉密信息不上网，上网信息不涉密。
- 不要利用网络进行违反国家法律法规、公司规定和有益于公司利益与声誉的活动。
- 您有责任在发现泄密事件后，及时报告有关部门或单位，以保护公司利益。
- 如果您需进一步了解公司信息安全管理方面的规定和要求，可查阅公司《中国石化信息化管理办法》和《中国石化信息系统安全管理办法》等制度。

郑重提醒

您如果有违反保密以及信息安全有关规定的行为，公司将依据《中国石化职工违纪违规行为处分规定》等规章制度，给予相应的处理或处分。涉嫌违法犯罪的，将依法移送司法机关追究法律责任。

INFORMATION SECURITY

Use the Company's information resources and system properly to ensure secure, reliable and stable operation of the system. You should:

- Comply with relevant national laws and regulations, as well as the Company's rules on information security;
 - Learn the general knowledge of computer security through training, and improve security awareness as well as protection skills; take good care of your computer and its related accessories, preventing them and all information contained from being lost or destroyed.
-
- *Do not send the Company's confidential information or other important message via public network or your mobile phone. No confidential information shall be made accessible via the internet.*
 - *Do not get involved in activities that are against national laws and regulations, the Company's rules or harm the Company's interests through the internet.*
 - *It is your responsibility to report immediately to relevant departments once you detect any leak of the Company's confidential information, so as to protect the Company's interests.*
 - *For more about the Company's information security regulations and requirements, please refer to SINOPEC Information Management Regulations, SINOPEC Information System Security Management Regulations and related documents.*
 - *Anyone who violates the Company's regulations and requirements on confidentiality and information security will be liable to disciplinary measures based on SINOPEC Regulations on Punishment for Violations of Disciplines and Rules. In cases which may constitute a crime, the offender shall be transferred to judicial organs for investigation of legal liabilities.*



附则

APPENDIX



附则

本《员工守则》由公司授权有关职能部门组织修订。

温馨提示

- 您有责任向直接上级或人事部门以及其他相关主管部门报告违反《员工守则》的行为。
- 您对《员工守则》存在疑问，可以向直接上级、人事部门或其他相关主管部门进行咨询。
- 您岗位的具体职责请向本单位的人事部门咨询。

APPENDIX

This edition of Staff Code is revised by relevant functional departments under the authorization of the Company.

- *Staff members are obliged to report actions violating the Staff Code to their direct supervisors, the human resources department or other relevant departments.*
- *Should you have any questions about the Staff Code, you may consult your direct supervisor, the human resources department or other relevant departments.*
- *For specific descriptions of your post, please consult your human resources department.*



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