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# Goldwind International Document

## Code of Conduct Policy



### RECORD OF CHANGES

Version	Date	Reason for Issue	Author	Checked	Approved
1.0	2016/09/09	First release	Zhang Meng	Ling Peitian	Pan Yantian

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## 1 Scope and coverage

This policy is applicable to Goldwind workers, defined by local health and safety legislation, operating under the Goldwind Management System.

The Goldwind International expects that contractors, subcontractors, consultants and their workers shall act in a manner to support Goldwind International's Code of Conduct Policy.

## 2 Policy statement

Mandatory policy requirements are:

### ***Professionalism***

The personal and professional behaviour of employees shall conform to the standards expected of persons in their positions, and includes:

- A commitment to and adherence to professional standards in their work and in their interactions with other workers of Goldwind International;
- A commitment to maintaining the highest standards of integrity and honesty in their work;
- An adherence to ethical and legal standards to be maintained in business;
- A responsibility to share information and give willing assistance in furthering the goals and objectives of Goldwind International;
- A responsibility to ensure that there is no misrepresentation of facts. Wherever a misunderstanding is thought to have taken place through unclear communications, this should be corrected promptly.

### ***Conflict of Interest***

Each Goldwind worker shall avoid situations in which their financial or other personal interests or dealings are, or may be, in conflict with the interests of Goldwind International. Accordingly, Goldwind International expects its workers to act in Goldwind's interest at all times.

Workers shall not engage in any other business, commercial or investment activity that may conflict with their ability to perform their duties to Goldwind International. Workers shall not engage in any other activity (cultural, political, recreational, and social) which could reasonably conflict with company's interests and interfere with the performance of their duties.

All workers shall avoid situations in which their personal interest could conflict with the interest of Goldwind International. If a workers personal interests conflict with those of Goldwind's, in all such cases the employee shall seek advice from their reporting/ reviewing manager or from senior management. Financial portfolio investments shall not be considered as activities that conflict with the business of The Company.

### ***Confidentiality of Information***

As a result of employment, workers may be entrusted with confidential information; with regard to Goldwind International and/or its subsidiaries, its customers and suppliers. Upon joining, workers are required to separately read, acknowledge and sign a 'Confidentiality Agreement' that shall explicitly describe the terms and conditions of the confidentiality obligation and treatment of confidential information and intellectual property.

### ***Protection and Use of Company Property***

All Goldwind International workers shall be responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Goldwind's assets, including all kinds of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as inventions, copyrights, patents, trademarks and technology and intellectual property used in

carrying out their responsibilities. All workers shall use all equipment, tools, materials, supplies, and worker time only for Goldwind International's legitimate business interests. Goldwind International's property must not be borrowed, loaned, or disposed of, except in accordance with appropriate policies. All workers must use and maintain Goldwind International's property and resources efficiently and with due care and diligence.

**Fraud**

Fraud is both dishonest and, in most cases, criminal. Intentional acts of fraud shall be subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned worker.

**Note: Read this policy in conjunction with the *Goldwind International Global Code of Conduct Guideline*.**

Signature



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Pan Yantian  
Goldwind International General Manager

Effective Date: 2016.9.9