

美羿投资管理（上海） 有限公司广州分公司

**MEIYI INVESTMENT MANAGEMENT
(SHANGHAI) LTD - GUANGZHOU
BRANCH OFFICE**

基础管理规定

BASIC REGULATIONS / EMPLOYEE HANDBOOK

第一章 员工守则 CHAPTER 1 - STAFF CODE

第一条 仪容仪表 GROOMING

- 1、公司员工要保持仪容整洁，衣衫不整者不得进入公司。
The company employees to keep grooming, disheveled employees are not allowed to enter the workplace.
- 2、上班不得身着短裤、背心、拖鞋，办公时间不许戴墨镜。
Can not go to work dressed in shorts, vests, slippers, during office hours employees are not allowed to wear sunglasses.
- 3、特殊职位或有接待任务时，男士应着深色西装、衬衣、领带和皮鞋，女士应着装大方和庄重。女性不得化浓妆。
Under special occasion, reception, or office task, men should wear a dark suit, shirt, tie and dress shoes, women should dress generous and dignified. Women should not heavy makeup.
- 4、头发整洁、干净，不留怪异发型。
Hair should be neat, clean, without a strange or non-standard business hairstyle.

第二条 处事礼仪 BEHAVIOR AND ETIQUETTE

- 1、**接电话**——当电话铃响时，应在铃响3声内接起；电话交谈应态度和蔼、礼貌、声音清晰；通话完毕应主动说：“谢谢！再见”。
Answering the phone - when the phone rings, employee should pick up the phone within 3 rings; the telephone conversation should be affable, polite, and with a clear voice; when the call is completed, the employee should take the initiative by saying: "Thank you, goodbye."
- 2、**乘车**——公司员工与客人同乘车时，应主动请客人先上车，主动为客人开关车门
Use of a car - when company employees and guests are in a car or using a company or hired car, employees should take the initiative to ask the guest onto the bus first, employees should also take the initiative for opening the doors to guests.
- 3、**对客人**——对公司的客人要热情礼貌、以诚相待。客人来访要迎进、让座、请茶、送出，并使用礼貌用语。
The guests - the company's guests to warm and polite, honest. Welcome visitor to enter, seat, tea please, send, and use polite language.
- 4、**对同事**——员工之间应以诚相见，团结协作，互帮互助，取长补短。要善于倾听别人的意见，虚心学习他人的长处；同事间要宽容理解，不吹毛求疵，不指责和挑剔他人。
Between colleagues - among employees should meet each other with sincerity,

unity, mutual help and complement to each other. Employees should be good at listening to the views of others, to learn from the strengths of others; tolerance among colleagues to understand, not picky, and do not blame others.

- 5、**对上级**——要尊重上级，对上级的决定要不折不扣地执行，在工作中如有意见应采取合理方式向自己的上级反映。

To superiors - Employees are to respect superiors, superiors decided to fully implement, at work Any comments should take reasonable way to their higher authorities.

- 6、**对下属**——上级应在工作中充分调动下属的积极性和工作热情，以身作则，以公正的态度对待下属，体恤下级，关心和爱护每一位员工。

Among subordinates - superiors at work should fully mobilize the enthusiasm of subordinates, by example, a fair attitude towards subordinates, compassionate subordinates, concern and care for every employee.

- 7、**递交物件**——如递文件等，要把正面对着对方的方向递上去。如递名片要双手拿好名片，正面朝上，名字对着对方递出，接名片时也应双手接。递名片时不要争先恐后，应按照级次递名片。

To exchange items - such as delivery documents, we should be facing towards recipient and should hand to the recipient in the other direction. An example is a business card, which should be given to the receiver with both hands holding the business card, face up, in front of the other party handed out confidently. Employee shall also receive cards when both hands. Do not rush when handing a business card, business card should be in accordance with the approved format for the company.

- 8、**员工投诉**——员工在工作中有合理投诉可向公司人事岗位人员或公司领导申诉。但严禁诽谤、歪曲事实、无理投诉。

Staff complaints - employees having a legitimate complaint about the company's personnel or staff can appeal to the company leadership. What is prohibited is slander, misrepresentation, unreasonable complaints.

第三条 办公环境 OFFICE ENVIRONMENT

- 1、**出入办公室**——进出办公室，不要使劲敲门或关门。最后离开办公室者，一定要关灯、关空调、关门窗，仔细检查一遍后再离开。

Out of office - going in and out of the office, do not push the door hard or slam it on the way out. The last person to leave the office, be sure to turn off the lights, turn off air conditioning, shut doors and windows, double-check everything and then leave.

- 2、**工作场所**——在工作场所走动时要放轻脚步。办公区域不能大声喧哗。在工作通道遇到客人要礼让，不能抢行。

Within the workplace - While in the workplace employees are to walk softly. In the office area, employees cannot make much noise. Outside of the office, encountering guests should be done courteously, do not push or cut in the line.

- 3、**卫生环境**——员工要注意保持公司办公环境清洁，保证个人办公桌面整洁，创造一个好的办公环境。员工下班后要将桌面整理整齐，方可离开。公司提倡员工不吸烟，禁止在非指定吸烟区吸烟，禁止在办公区域吸烟。

Environmental health - employees should pay attention to the company office environment to make sure it is clean and tidy and to ensure the personal office desktops are clean and the office creates a good working environment. Employees at the end of the working day should organize employee desktops and make them tidy before leaving. Company does not advocate smoking, no smoking in non-designated smoking areas, smoking is prohibited in the office area.

第四条 工作纪律 **DISCIPLINE**

- 1、准时上下班，上班时间不准擅自离开岗位。

Come to work on time. During working hours employees are not allowed to leave their posts without permission.

- 2、上班时间不得睡觉，不准喧哗、嬉闹。

During working hours, employees cannot sleep, are not allowed to make noise, or frolic.

- 3、不准带醉上班，不准暴饮酒水、打架、赌博。

Employees are not allowed to work while drunk, are not allowed to binge drink before a working day, fight, or gamble.

- 4、上班时间不得做与工作无关的事，如听音乐、看电影电视剧、看无关的书报杂志、上网聊天（与工作或培训有关的网聊除外）、下棋、打牌等。

During working hours, employees cannot do non-work related things, such as listening to music, watching films and television shows, reading books and magazines, online chat (with the exception of the work or training related to web chat), play board games, playing cards and so on.

- 5、不得利用职权营私舞弊，假公济私。

Employee shall not use your title and position for self gain or misrepresentation.

- 6、不得有贪污、挪用公款、盗窃等违法违纪行为；严禁接受客户或其他联系单位赠送的钱财、贵重礼品。

Employee shall not operate with corruption, embezzlement, theft and other violations of law; employees are prohibited from accepting money or gifts from customers or other contacts.

- 7、爱护一切公共设施、设备、仪器、办公用品和其他财产。

Employees shall take good care of all public facilities, equipment, instruments, office equipment and other property.

- 8、未经批准，不得因私使用公司设施和办公用品，更不能将公共物品携带离开公司。

Without approval, no private use of company stationary, company assets, and office supplies, and cannot take any company assets out of the company.

- 9、开会、学习、培训以及与客人进行讨论洽谈时，不得缺席、迟到或不参加，关闭手机或将手机静音，不得频繁地看手机，不得喧哗和窃窃私语。保持会场清洁。

When we are having a meeting, training, or discussing, you cannot be absent, late or not involved. Turn your cell phone into silent mode. Cannot always be on your phone. Do not whisper, and keep the environment clean.

- 10、汇报工作要实事求是，不得虚报、漏报或歪曲事实。

Employees must always be realistic, shall not be dishonest, must not omit anything or misrepresent.

- 11、员工应注意自己的一言一行，自觉维护公司的利益和形象，不得有诋毁公司和上级的言行。

Employees should pay attention to their words and deeds, and consciously safeguard the interests and image of the company. The company may not have slander and superior words and deeds that are wrong or false.

第五条 保密制度 **SECRECY AND CONFIDENTIALITY**

员工应对公司忠诚，遵守公司的保密制度，不得泄露公司的秘密，自觉维护公司的利益。

Company employees deal with sensitive information. Employees are expected to be loyal, adhere to company secrecy and confidentiality, shall not divulge company secrets, and should consciously safeguard the interests of the company.

- 1、所有经手工资信息的员工及管理人员必须保守薪酬秘密。非因工作需要，不得将员工的薪酬信息透漏给任何第三方或公司以外的任何人员。薪酬信息的传递必须通过正式渠道。员工需查核本人工资情况时，必须经人力资源主管人员同意后，出纳进行核查。

All employees handling payroll information and management must keep salaries secret. Not because of work, employee compensation information may not be disclosed to any third party or any person outside the company. Salary information must pass through official channels. When staff are required to verify wages, this must be approved by HR executives for verification.

- 2、公司的保密信息指不为公众知悉、能为公司带来经济利益、具有实用性并经公司保密措施保密或要求保密的技术信息和经营信息（包括但不限于下列信息：公司客户信息；公司对客户的价格信息；公司专有技术信息；公司管理机制信息；本人的工资、奖金信息等）。refers to the company's confidential information is not known

- to the public, can bring economic benefits for the company, practicality and security measures confidential by the company or require technical information and confidential business information (including but not limited to, the following information: Customer information; the company's customer price information; proprietary technical information; information management mechanism; my salary, bonus information, etc.).
- 3、注意遵守外事纪律，内外有别，严格遵守国家保密法。observe the foreign affairs discipline, differentiated, strictly abide by state secrecy laws.
 - 4、员工在工作期间或离开公司之日起两年之内，负有严守公司保密信息的义务，除非经公司书面同意，员工不得对无关人员或外界泄露公司的商业机密及其它保密信息。若因泄露公司保密信息给公司造成损失的，除赔偿损失外，公司将保持追究其法律责任的权力。employees at work or away from the date of the company within two years, the company strictly obligated confidential information, unless written consent by the company, employees shall not disclose unrelated persons or outside the company's trade secrets and other confidential information. Ruoyin disclose company confidential information caused losses to the company, in addition to damages, the company will maintain authority to pursue its legal responsibility.
 - 5、员工在使用电话、传真机、复印机、打印机、网络等设备的时候，要特别注意防止公司机密外泄。employees in the use of telephones, fax machines, copiers, printers, and other network equipment, pay special attention to prevent leakage of company secrets.
 - 6、当泄密发生的时候，员工必须立刻上报公司领导，及时处理，不得有隐瞒。when the leak occurred, the staff leadership of the company must be reported immediately, in time, may not have to hide.
 - 7、劳动合同终止或期满，员工应归还所有文件、图纸、记录、备忘录、手册、规范、设计、装置、档案资料、磁盘和磁带，以及任何包含或可能透露保密信息的其他资料。the termination or expiration of the labor contract, employees shall return all documents, drawings, records, memos, manuals, specifications, design, equipment, archives, disk and tape, as well as any other information contained or may disclose confidential information.
 - 8、未经批准不得复制、拷贝公司保密信息。may not be reproduced without permission, copying confidential company information.

第二章 考勤管理 ATTENDANCE

第一条 工作时间 working hours

办公室人员上班时间为星期一至星期五，上午：9:00—12:00，下午 13:30—17:30。
Office workers working hours from Monday to Friday, morning: 9: 00-12: 00 pm 13: 30-17: 30.

第二条 考勤管理办法 Attendance Management Measures

1、公司设置有考勤记录系统，员工（总经理及公司兼职人员除外）应按公司规定上下班打卡，记录出勤时间。公司以此计算员工的出勤，考勤记录作为计算当月工资的依据之一。打卡必须由本人进行，不准代打卡。
the company set up a time and attendance recording systems (except for the general manager and a part-time staff) employees should be company policy to work punch card, time attendance record. The company in order to calculate employee attendance, one of the bases for calculating monthly wages attendance record. Punch must be performed by himself, you are not allowed to pinch card.

2、迟到、早退 LATE AND LEAVE EARLY

- (1) 员工应按公司规定的时间出勤，凡上班时间之后到达者，均视为“迟到”。Company employees shall be stipulated time attendance, where working hours after arrival, are regarded as "late."
- (2) 凡于上班出勤时间内，未经请假或报备领导而私自提前离开者，一律以“早退”计。当日早退时间不足四小时者，以旷工半日处理；超过四小时者，以旷工一日处理。Where a time attendance at work, while privately without leave or leave early by filing leaders, all to "leave early" count. Day who leave early for less than four hours, half a day to deal with absenteeism; more than four hours by to deal with absenteeism day.

迟到、早退处罚标准：Late, leave early standard punishment:

发生次数/月 Occurances/Month	经济处罚 Economic Sanctions	其他形式处罚 Other Forms of Discipline
第一次 1st Time	警告 First Warning Write Up	
第二次 2nd Time	每分钟扣发工资 1 元 Each minute 1 RMB is taken out from the salary.	
第三次 3rd Time 第四次 4th Time 第五次 5th Time	每分钟扣发工资 1.5 元 Each minute 1 RMB is taken out from the salary.	
第八次 6th Time	——	自动离职

3、旷工 absenteeism

- (1) 无打卡或出勤记录且无考勤凭据者一律视作旷工。
If there are no punch or attendance records and no attendance credentials, this will be regarded as absence for that day.

(2) 下列行为者，均作旷工处理：The following actors are treated as absenteeism:

A、不上班，无任何请假手续者；Do not work, those without any leave procedures;

B、假期已满，不办理续假手续不上班者；The holidays are over, Xu Jia procedures do not apply for those who do not work;

C、请假未经批准，擅自离开工作岗位者；Leave without authorization to leave their posts by

D、调动岗位后，不及时到岗者。After mobilization post, who is not timely duty.

(3) 旷工一天加扣 1 天工资，员工连续旷工五天及以上，或年度内累计旷工十天及以上者，视为严重违反公司制度，以自动离职处理，公司将与其解除劳动关系，并保留按劳动合同条款进一步追偿由此造成的公司损失的权利。add, subtract 1 day absenteeism days' wages, employee absenteeism and over five days, or within ten days of the year a total of absenteeism and more, as a serious violation of company policy to deal with voluntary resignation, the company will work with its labor relations, and retention according to the terms of the labor contract further right of recourse losses resulting company.

4、**忘打卡**：员工因特殊原因忘记带卡、忘记刷卡、磁卡损坏或考勤机器故障，应当在上班之前或下班之后由行政管理人员作书面登记进行特殊处理。forget the punch: the staff forgot to bring the card for special reasons, forget the credit card, the card is damaged or attendance machine failure, before work or after work should be made in writing by the administrative staff to register for special treatment.

5、**外勤**：外勤报备直接上级领导方可外出。凡未经批准外出、或利用外勤期间从事与工作无关的事情，一经发现按旷工处理。Field: Field filing direct superiors before going out. Where to go out without the approval of, or in use during the field-work related things, once discovered by absenteeism.

6、**出差**：员工出差应提前填写《出差审批表》，注明原因，并由审批人（公司领导、部门经理或项目经理）签字方可出行，并提交人事部以便进行考勤记录管理。Travel: staff travel should be completed in advance "Travel approval", specify the reason, approver (company's leadership, the department manager or project manager) signed only by the travel, and the Ministry of Personnel to submit attendance records management.

7、加班 overtime

(1) 公司原则上合理安排工作节奏，但因业务突发性和紧迫性需要员工加班的，员

工应自觉服从安排。In principle the company reasonable arrangements work pace, but the sudden and urgent business needs employees to work overtime, the employee should consciously obey the arrangements.

- (2) 因本职工作未完成而在家或在办公地点超时工作的、领导交办的临时性任务需要在非上班时间工作的、以及个人自愿在办公室超时工作的，不视为加班。because their jobs are not completed while at home or at the office of overtime work, temporary tasks assigned by the leadership of the need to work in a non-working hours, as well as individual voluntary overtime work in the office, not regarded as overtime.
- (3) 因为公司或项目组安排需要在公司办公室非工作时间进行集体集中工作的，视为加班。加班必须事先填写《加班申请审核单》，注明加班事由及预计加班时间，经直接上级、公司领导审批后到行政经理处报备。加班期间需按规定打卡并到公司办公室上班，不得擅离工作岗位。because the company or group of items needed at the corporate office to arrange non-working time centralized collective work, regarded as overtime. Overtime must first fill out the "Overtime request a review list", indicating the subject and estimated overtime overtime, after the direct supervisor, the company leadership for approval to the executive manager of the filing. During the overtime regulations required punch to the company and the office can not be unauthorized absence from work.
- (4) 公司加班时数原则上实行调休，不另行计算加班费（法定节假日除外）。the number of companies on the implementation of the principle of overtime days off, not be counted as overtime (except legal holidays).
- (5) 所有加班时数需在加班后一个月内调休完毕，特殊情况因工作需要确实不能按时调休的，必须经公司领导审批同意后，方可延后调休时间，并报人力资源岗位人员备案。all the overtime hours required within one month after overtime days off is completed, the special situation because of their work on time and can not really days off, and must be approved by the company leadership for approval consent before deferred days off the time, and reported to Human Resources staff positions for the record.

8、病假 sick leave

- (1) 员工请病假，应出示二级以上医院的证明。employees on sick leave, should show proof of more than two hospitals.
- (2) 病假以半天为最小使用单位。the use of sick leave with half the smallest unit.
- (3) 任何超过半个月的，公司享有审查权利，员工须到公司指定的医疗机构确诊，并提供相关医疗凭证，人事部确认后视为病假。No more than two weeks, the

company enjoys the right to review, the staff shall be confirmed to the designated medical institutions, and to provide relevant medical documents, after the Ministry of Personnel confirmed regarded as sick leave.

- (4) 凡连续病假超过一个月或传染病患者在病愈返回工作岗位时必须持有医生出具的健康证明。Where more than one month of continuous sick leave at the time of illness or infectious disease patients return to work must have a health certificate issued by a doctor.
- (5) 员工因伪造病假证明，将被视为严重违反公司的规章制度，公司有权予以书面警告或立即解除劳动合同。employees for falsifying sick leave certificates, will be considered a serious violation of company rules and regulations, the Company is entitled to issue a written warning or immediately terminate the labor contract.
- (6) 员工医疗期的确定及工资计算按国家相关规定的条款执行。Determination and calculation of wages of medical staff to perform the terms of the relevant state regulations.

9、事假 leave

- (1) 公司原则上不允许请事假，特殊情况下可报请行政部经理或公司领导批准。in principle, allow the company please leave, special circumstances may be submitted to the executive manager of the company or the approval of the leadership.
- (2) 事假天数先从年休假中扣减，超过年休假天数的为无薪假期。Leave a few days to start annual leave deducted over several days of annual leave is unpaid leave.
- (3) 正式员工事假年累计不得超过 10 天，试用期员工事假年累计不得超过 5 天，否则做自动离职处理。（特殊情况除外）In regular employees leave may not exceed 10 days trial period of leave employees may not exceed 5 days, otherwise do voluntary termination processing. (Except for special circumstances)

第三条 请假注意事项 leave Precautions

- 1、员工请假应事先填写《请假申请表》，写明请假事由及日期，并确认职务代理人，1 天之内事假由行政经理批准，2 天之内事假需经副总经理或总经理助理批准，2 天以上事假需经总经理批准。employees should first fill in leave "leave application", states leave the subject and date, and confirm job agent, within one day administrative leave by the manager's approval, within two days of leave subject to deputy general manager or assistant general manager approval, more than two days leave for an approval by the general manager.

- 2、任何 2 天（含 2 天）以上的假期必须提前一周提出申请，请假 1 天的需提前 1 天提出申请，否则可不予批准。any two days (including 2 days) holiday a week in advance must submit an application for leave to apply for an 1 day 1 day in advance, or can not be approved.
- 3、员工每次连续请假/休假时间不得超过 14 天（包括法定节假日）。each successive staff leave / vacation time not exceeding 14 days (including holidays).
- 4、员工原请假/休假天数期满后，需至少在期满一周方可继续申请请假。the original staff leave / vacation days after the expiration, you need at least a week before the expiration of the leave continue to apply.
- 5、重要岗位员工的请假审批应以不影响工作为原则，休假前必须指定职务代理人，同一部门主要负责人如非特殊情况不得同时请假。employees leave important positions should not affect the approval of the principle of work, you must specify any deputy on leave, the same department as the main person responsible for the non-special circumstances can not leave at the same time.
- 6、员工若因情况紧急事先无法按照审批程序请假的，应在请假当日上班后半小时内电话告知直接上级领导，说明请假理由，在得到许可后员工应在上班后当天补办请假手续，否则按旷工处理。employees if the issues can not be in accordance with the urgency of the situation prior leave of the approval process should call this leave within half an hour after the date of the direct superiors at work, explain the reasons to leave, after obtaining permission to leave the staff should go through the formalities after the work day, otherwise press absenteeism.
- 7、对于不按规定手续请假或弄虚作假骗取假期者，所休假期按旷工处理，并予以开除。do not follow the prescribed procedures for leave or trickery to defraud holidays of the vacation period by absenteeism, and be dismissed.

第四条 请假审批流程 Leave approval process

- 1、月内 1 天假期，本人填写《请假申请表》，由行政部经理审核、备案；Month day of holiday, fill out the "leave application form", reviewed by the administrative manager, for the record;
- 2、月内 2 天（含 2 天）假期，本人填写《请假申请表》，由副总经理或总经理助理审批 → 行政部经理审核、备案；Two days of the month (including 2 days) leave, I fill out the "leave application", reviewed by the Administration for approval → deputy general manager or assistant general manager, for the record;
- 3、月内 2 天以上假期，本人填写《请假申请表》，由总经理审批 → 行政部经理审核、备案；For the month more than 2 days holiday, I fill in the "Leave Application Form", the audit by the approval → Administration Manager, General Manager, for the record;

- 4、执行层管理人员请假必须由总经理审批→行政部经理审核、备案。Executive level management personnel leave must be audited by the approval → Administration Manager, General Manager, for the record.

第三章 员工福利 Employee Benefits

第一条 国家法定假 National statutory leave

- 1、遇国家法定节假日，公司除按照国家相关规定放假；the case of national holidays, the company except holiday accordance with relevant state regulations;
- 2、“三八”节女性员工放假半天；“38” section of female employees a half-day holiday;
- 3、遇“国庆节+中秋节”、“元旦节”和“春节”，公司向员工发放过节福利费或慰问品；“六一儿童节”公司给有不满 14 周岁子女的员工发儿童礼物。the case of “National Day + Mid-Autumn Festival”, “New Year’s Day” and “Spring Festival”, the company paid to employees welfare or holiday gifts; “Children’s Day” company to have disgruntled employees 14 years of age children send children gifts.

第二条 年休假 Annual leave

- 1、参加工作已满 1 年不满 10 年的，年休假 5 天；to work full year but less than 10 years, 5 days annual leave;
- 2、参加工作已满 10 年不满 20 年的，年休假 10 天；to work full 10 years less than 20 years, 10 days annual leave;
- 3、参加工作已满 20 年的，年休假 15 天；to work full 20 years, 15 days annual leave;
- 4、年休假必须安排在当年度（按入职时间计算）使用完毕，annual leave must be used up when the annual schedule (calculated according to entry time),
- 5、未使用完的不可累积至下一年度。the unused non-cumulative to the next year.
- 6、事假天数从年休假中扣减，即：本年度年休假天数=应休年休假天数-事假天数。the number of days leave deducted from annual leave, that is: this year the number of days of annual leave should = annual leave days - leave for several days.

第三条 社会保险及公积金 SOCIAL INSURANCE AND HOUSING FUND

公司根据国家相关规定为员工缴纳社会保险及公积金（五险一金）。Companies pay social insurance and housing fund (five insurance payments) for employees in accordance with relevant state regulations.

第四条 通讯补贴及餐食补贴 COMMUNICATIONS AND MEAL SUBSIDIES

- 1、公司向每位员工发放通讯补贴。
The company will pay each employee a monthly communication subsidy.

- 2、公司向每位员工发放餐食补贴。

The company will pay each employee a monthly meal subsidy.

第五条 婚假产假 MARRIAGE LEAVE

- 1、在公司工作满一年以上的员工可享受婚假（仅限初婚）和产假； more than one year in the company’s employees can enjoy the marriage (Only first marriage) and maternity leave;

- 2、98天+15天(晚育)+30天(难产)+15天(多胞胎每多生一个婴儿)
98 days plus 15 Days (childbearing) + 30 days (dystocia) 15 Days (each have more multiple births a baby)

- 3、婚假产假期间基本工资照发。

The basic wage during maternity leave and marriage leave will be paid as usual.

- 4、护理假 -男员工可以服用 15 天

Male employees can take 15 days for Nursing/Paternity Leave.

第六条 年度体检 ANNUAL PHYSICAL EXAMINATION

- 1、适用范围：除当年新入职员工外的所有在职的正式员工。 Scope: all serving full-time staff in addition to new recruits of the year.
- 2、实施标准：按公司统一标准执行。 the implementation of standards: according to unified standards.
- 3、实施组织：由公司行政部负责，时间安排在上半年度。 the implementation of the organization: from the Administration Department is responsible for the time schedule in the first half.

第四章 出差报销规定 TRAVEL REIMBURSEMENT POLICY

- 1、公司员工出差必须经过直接上级领导批准后，方可借取差旅费，项目组集体出差由项目经理负责借款。 employees must travel after the approval of the direct superiors, only borrow travel, group travel team by the project manager in charge of the borrower.
- 2、员工出差的住宿费采用规定标准内实报实销的方法，每天的出差补助按实际出差天数固定给付。 staff travel accommodation adopt within the prescribed standard reimbursement method, the daily travel allowance fixed according to the actual number of paid days on a business trip.

- 3、交通工具的规定 TRAVEL MODE SELECTION POLICY

交通工具 TRANSPORTATION	级别限制 LIMIT	备注 REMARKS

飞机（头等舱/公务舱）、高铁商务座 Aircraft (Business Class), high-speed rail business seat for special approval. Normal is economy class only.	总经理及公司董事 general manager and director of the Company	特殊情况可乘坐，原则上不选择 Only under special circumstances. Normally use economy class.
飞机（经济舱） Flight Economy class	无 none	
软座（卧）火车、高铁一等座 Soft seat (lying) trains, high speed rail economy	管理层 Management	
硬座（卧）火车、高铁二等座 Soft seat (lying) trains, high speed rail economy	无 none	
长途汽车 Coach	无 none	
出差地市内交通 Travel to City	无 none	实报实销 Accountable
租车 Car	无 none	团队出差期间，特殊情况下，经总经理批准，可以租车 During the travel team, under approval only employee can rent a car.
出差地市内交通 Travel to City	无 none	实报实销 Accountable

4、住宿标准的规定 STANDARD ACCOMODATION PROVISIONS

员工出差的住宿费采用规定标准内实报实销的方法。Staff travel accommodations standards adopted within the prescribed method of reimbursement. Based on Per Diem for US based travel.

级别	住宿标准/人	备注
执行层、作业层 General or Operational Level	400 元	1、超过规定标准，需经总经理批准，方可报销。 Exceeding limits, prior approval required before incurring expense 2、执行层、作业层员工同性别人出差，入住双人标准间 General or Operational Level employees of same gender on a business trip with two people will share one double occupancy standard.
副总 Vice President/Deputy	600 元	
董事、总经理 C-Level/Managing Director	1000 元	

5、出差补贴的规定 REGULATIONS ON TRAVEL SUBSIDIES

员工出差补贴按实际出差天数固定给付。Staff travel allowances paid according to the actual fixed number of days on a business trip.

补贴金额/天 Amt of Subsidy/Day	备注 Remarks
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50 元/天 50 RMB/Day	按照交通工具凭证的起迄日期计算。 Calculated in by dates of travel vouchers
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注：出差期间的业务招待费用由总经理另行审批。NOTE: business entertainment expenses during the trip must be approved by the general manager prior to incurring the expense. Non-approved expenses will not be reimbursed.

第五章 办公设备和网络使用制度 OFFICE EQUIPMENT AND NETWORK USAGE

第一条 关于办公设备的使用 ON THE USE OF OFFICE EQUIPMENT

- 1、公司员工须妥善使用公司计算机设备。对于非正常使用造成的损坏（如摔碰、挤压、进水、过冷、过热、私自拆装维修等），须及时向相关主管部门汇报，属于重大过失造成的损失视情况承担相应的赔偿或维修费用。employees shall properly using company computer equipment. For damage caused by abnormal use (such as wrestling touch, squeeze, water, cold, heat, unauthorized disassembly and maintenance), shall be promptly reported to the relevant authorities, as the case of losses caused by gross negligence bear the corresponding compensation or maintenance costs.
- 2、对于计算机设备及配件丢失，公司将视具体情况作相应作如下处理：for the loss of computer equipment and accessories, the company will depend on the specific situation accordingly be handled as follows:
 - (1) 对于在公司规定的上班时间内并且在公司的办公室内发生的物品丢失，公司员工应及时通知有关主管部门，以便及时采取相关的保险索赔和向当地公安机关报案等措施。For items that occur within the company and prescribed working hours lost in the company's office, employees shall promptly notify the relevant authorities to take timely and relevant insurance claims reported to the local public security organs and other measures.
 - (2) 对于非公司规定上班时间内或发生在公司办公室以外的物品丢失，公司有权要求员工采用等值金额或同等配置实物的形式进行赔偿；如果公司员工能提供当地公安机关报案的相关记录报告给行政管理部门，公司将视具体情况另行处理。For non-company work within the specified time or place outside the company's office items lost, the company is entitled to require employees to use equivalent or equivalent in kind in the form of compensation; if employees can provide the local public security organs related records report to the administrative department, the company will, as the case be dealt with separately.

第二条 互联网使用注意事项 **USE OF INTERNET AND WWW**

- 1、公司的计算机和网络应用于工作的用途。and the company's computer network to use the work.
- 2、公司有权监测公司内部的计算机和网络，保存相关记录，从而确保网络被用于适当的用途并维护用户应享有的服务。the company the right to inspect the company's internal computer and network, keep relevant records, to ensure that the network is used for the maintenance and proper use of the user should enjoy the service.
- 3、当公司为了防止商业秘密的泄漏、非法行为、性骚扰、浪费工作时间、信誉风险时，公司可以监测某一特定用户对计算机和网络的使用，保存相关记录并使用这些记录而不必事先争得用户同意。公司有权检查属于公司的相关计算机上的特定数据和网络设备。when the company in order to prevent the leakage of trade secrets, illegal acts, sexual harassment, a waste of working hours, when credit risk, companies can monitor a specific user to use computers and networks, save the relevant records and the use of these records without prior gain user agrees. Companies have the right to check the data belonging to a particular network device and computer-related companies.
- 4、公司可以限制有害的或者未经授权的对计算机和网络的访问。the company can limit the harmful or unauthorized access to computers and networks.

第三条 下列为被禁止的网络访问服务 **PROHIBITED NETWORK USAGE**

- 1、公司提供网络访问服务，但禁止任何可能导致公司的名誉、信誉和利益受到损失的行为；禁止任何未经授权的行为，如窃取或损毁信息；禁止任何会妨碍他人的行为。具体如下：the company provides network access services, but prohibit any behavior may lead to the company's reputation, reputation and interests have suffered losses; prohibit any unauthorized behavior, such as theft or damage to information; forbid anything that would interfere with the actions of others. details as follows:
- 2、访问含有违反社会公共秩序和行为准则、反社会的、非法的页面。（访问那些由非法的或反社会实体运行或拥有的页面同样被禁止，即便它的内容没有问题）containing the access code of conduct and violation of public order, antisocial, illegal page. (The same access to those prohibited by the illegal or entities owned or run antisocial page, even if its content is no problem)
- 3、窃取信息。
To steal information.
- 4、改变、修改、损毁信息。
Alter, modify, or damage information.
- 5、未经授权而进入计算机。

Unauthorized access to computer.

- 6、侵害他人的智力财产（版权）。

Infringement of Intellectual Property or Copyright.

- 7、其它类似的非法或令人厌烦的行为。

Other similar illegal behavior.

第四条 针对违规所采取的措施 MEASURES TAKEN AGAINST ILLEGAL ACTIVITIES

对违反本政策或公司所制定的其他相关网络政策的行为，将被视作违反公司纪律规定而受到书面警告直至解除劳动合同，情况严重者公司将向该员工提出经济赔偿并进一步追究该员工的民事和刑事的责任。Other network-related violation of the policy or policies developed by the company's behavior will be regarded as a breach of discipline and by the provisions of the company until a written warning to terminate the labor contract, the company will put forward serious cases the employee financial compensation and further investigated the employee's civil and criminal liability.

第五条 通告、告示 CIRCULARS, NOTICES

公司通过 QQ 内部群或微信内部群向全体员工及时公布公司的各种规定或信息。员工必须留意阅读并执行，员工不得以未看等理由作为不知道或不执行的藉口。The company QQ micro-channel internal group or an internal group or timely disclosure of all the provisions of the company's information to all employees. Employees must pay attention to read and execute, not employees may not see or do not know the grounds as an excuse not to perform.

第六章 消防、治安与安全管理 FIRE, SECURITY, AND SAFETY

第一条 消防 FIRE

- 1、“预防为主”是公司的消防工作方针。加强火源、热源管理，下班应关灯、关电脑、关窗、关门及其他相应设备电源。熟悉灭火箱、消火栓等消防设施、器材的放置地点，不得随意挪动，更不得挪作它用。“prevention” is the company's fire-fighting approach. Strengthen fire, heat management, work should turn off the lights, turn off the computer, close the window, closed and other appropriate device power. Familiar with the fire boxes, fire hydrants and other fire fighting facilities, equipment or location, are not free to move, but can not be used for other purposes.

- 2、牢记消防报警电话：119

If you hear the fire alarm call 119 immediately.

第二条 安全 SECURITY

注意安全是每个员工的责任，员工应遵守安全规定，防止事故发生，保证人身安全和公

司财产不受损害。随时留意你所在的工作区域，如发现不安全因素应立即向上级报告。Note security is the responsibility of every employee, employees should comply with the safety regulations to prevent accidents, ensure the safety and property of the company from damage. Keep an eye out in your work area, if found unsafe should immediately report to their superiors.

第三条 治安 POLICE

- 1、公司员工应遵守公司的治安规定，应积极做好保安工作。employees shall comply with the provisions of the company's security, we should actively carry out security work.
- 2、公司物品运出公司时必须持有按规定签批的出门条。the company issuing the required items must hold out the bar when shipped out of the company.
- 3、提高警惕，防止外贼。vigilant, to prevent outside thief.

第四条 意外事故处理程序 HANDLING ACCIDENTS

- 1、立即向直接上级领导报告，采取积极措施，救人救物，随后在半小时内通知公司有关管理部门。directly and immediately report to their superiors, to take active measures to save rescue was followed within half an hour notice to the Company the relevant administrative departments.
- 2、避免事故的扩大，保护事故现场。to avoid the expansion of the accident, the scene of the accident protection.

第七章 其它说明 OTHER NOTES

- 1、本管理规定汇编未涉及的内容及相关实施细则，由公司管理层或行政管理部依据相关原则进行针对性确定、补充或处理。the content and related regulations compilation of the Regulations are not covered by the company management or administrative unit targeted determined in accordance with the relevant principles, supplement or treatment.
- 2、本公司员工因违反上述规定或其它制度、原则，由本公司解除劳动关系的，当事员工均无权向本公司提出经济补偿主张，本公司亦不会接受其任何经济补偿要求。employees of the Company for breach of the above provisions, or other systems, in principle, by the termination of the labor relations, the parties to the Company's employees are not entitled to financial compensation claims made, the Company will not receive any compensation for their economic requirements.
- 3、上述内容本公司全体员工知悉、理解、同意，并共同遵守。above all the staff is aware, understand, agree to and abide by.
- 4、本管理规定从2016年1月1日起执行。the regulations effective from January

1, 2016.

北京星空通用航空产业研究发展有限公司

2015年12月25日