

员工守则

STAFF CODE

2012



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。

公司坚持“发展企业、贡献国家、回报股东、服务社会、造福员工”的企业宗旨，秉承“诚信规范、合作共赢”的经营理念，继承和发扬“精细严谨、务实创新”的优良作风，大力实施资源战略、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，更加突出发展的质量和效益、更加突出技术进步、更加突出绿色低碳、更加突出以人为本，致力于建设世界一流能源化

工公司。

建设世界一流能源化工公司，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》，强化“服务、质量、安全、品牌、诚信”意识，履行“每一滴油都是承诺”的责任，为社会提供清洁能源和优质产品，为员工搭建职业发展的平台，打造高度负责任、高度受尊敬的企业，携手共创美好未来！

傅成玉

Chairman's Statement

China Petrochemical Corporation (Sinopec) engages in oil & gas exploration and production, oil refining and marketing of refined products, chemical production and marketing, petroleum, refining and chemical engineering services, international trade, R&D, and new energy business.

It is our mission to “develop the company, create value for shareholders, contribute to the society and benefit the employees”. It is our philosophy to uphold honesty and integrity for cooperation and mutual benefit”. It is our style to be “meticulous, precise, practical and innovative”. Our strategies of resource, market, integration, international operations, differentiation and low-carbon growth highlight our distinct priority on quality and economics of growth, technology improvement, environmental protection and

people's wellbeing. In pursuing all the above, we strive to be a world leading energy and chemical company.

To achieve this goal, we are in need of a corporate culture accepted by all, a common code of conduct observed by all, a harmonious and well-regulated working environment, and a united and efficient team. Let us all put this Staff Code into practice, keep in mind the importance of “service, quality, safety, brand and integrity”, and try to “make every drop of oil count”. To consumers, Sinopec is committed to providing clean energy and premium products. To its staff members, Sinopec is committed to offering extensive career development opportunities. It is our aspiration to build up a highly responsible and highly respectable company, and let us work together to make it come true and create a bright future for all.

关于《员工守则》

About Staff Code

▶ 《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。

▶ 《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，还需遵守中国及所在国家（地区）的法律法规和公司的各项规章制度。您如果违反了《员工守则》，将按规定受到相应的处理或处分，直至解除劳动合同或劳务关系。涉及违法事件将被依法追究法律责任。

▶ This Staff Code applies to all staff members of China Petrochemical Corporation (“the Company”).

▶ This Staff Code sets out the basic regulations and requirements to guide the occupational behavior of staff members, and is to be read thoroughly and strictly observed. Staff members are also required to abide by the 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 this Staff Code, depending upon the seriousness of the infringement, shall be liable to one of the disciplinary measures of the Company including termination of the employment contract or the labor service agreement. Any law-breaking behavior shall make the wrongdoer subject to 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。

您须遵守中华人民共和国及业务所在国家（或地区）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，尊重社会主义文化，与社会、自然和谐相处。

诚信规范是对您从业的要求，您应“当老实人、说老实话、办老实事”。

倡导并践行绿色低碳、厉行节约的生产和生活方式，认真履行节能环保等社会责任。

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。

Ethical Standards

It is one of the fundamental requirements that staff members should comply with Ethical Standards.

You should strictly comply with relevant laws, rules and regulations of China and those of the countries and regions where the Company operates, and with all regulations and policies of the Company.

You should respect social and professional ethics, family values, and mainstream cultures, seeking harmony with the society and nature.

Upholding honesty and integrity, you should “be an honest person”, “speak the truth”, and “act in good faith”.

You should advocate and exercise green and low-carbon concept and conservation, both at work and at home, fulfilling the Company’s commitment to energy saving and environmental protection.

The Company provides you with the platform to realize your value, and you are expected to be loyal to the Company.

行为规范

Business Conduct



行为规范

您应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，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，并按照规定程序请示、报告，下达指令。
- 遵守劳动纪律，提高工作质量与效率，积极完成各项工作任务。
- 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

主动接受公司对您工作绩效的检查和考核。

如果您违反了工作纪律，公司将按照有关规章制度，给予您批评教育或处罚。

Business Conduct

You should perform duties and fulfill obligations as stated in the employment contract or the labour service agreement, safeguarding the legitimate rights of the Company and yours. You should perform your duties duly and be capable of completing your assignment efficiently and effectively.

Workplace Discipline

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

- Obey organizational discipline, follow instructions, give orders and report according to company procedures.
- Perform your duty, improve work efficiency and quality, and fulfill various assignments.
- Obey other workplace regulations, and refrain from any words or deeds that may negatively affect the Company.

Warm Tips

Be ready to cooperate with the Company in evaluating your work performance.

Be aware that you will be liable to disciplinary measures for violation of the workplace regulations.

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。您须：

- 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，应依照正常程序反映，不要采取偏激行为。

Workplace Order

To maintain good workplace order, any actions that may disturb or break workplace order should not be tolerated. You should:

- Avoid any actions 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 do harm to them.

Warm Tips

Express your reasonable demands or opinions through established corporate procedures, and refrain from any over-dramatic activities.

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：

- 重视个人发展，更注重团队绩效。
- 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。
- 公平参与竞争。

温馨提示

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

Staff Relations

Staff members should strive to maintain mutual trust, good communication on equal basis, cooperation and fair competition. Each staff member is part of the team and deserves respect by others. You should:

- Attach equal importance to your personal development and team performance.
- Follow instructions of your superiors, and take good care of your subordinates. Be honest to and respect your colleagues.
- Respect individuality and privacy. Understand and trust each other.
- Uphold and participate in fair competition.

Warm Tips

Avoid any words or deeds that may jeopardize team's harmony. Do not make fun of, or insult others on their backgrounds, races, religious beliefs, custom or privacy.

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，坚持学习，善于思考，勤于实践，提高自身素质和能力。
- 自觉接受公司组织的培训，结合工作需要，提高技能操作、专业技术或经营管理水平，并接受培训效果的检查和考核。
- 参加有特殊要求的培训时，应与公司签订培训协议，约定服务期并承担相应责任。

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。

Education and Training

The Company encourages the establishment of a learning organization. To study and receive training is your responsibility and rights. You should:

- Improve your all-round capability through ongoing learning, proactive thinking and real world practice.
- Attend training programs organized by the Company, enhance your operational, technical, or managerial skills according to your job requirements, and cooperate with the Company in assessing the results of training.
- Sign training agreements with the Company as required, defining the service term and related responsibilities

Warm Tips

If you need to know more about education and training, please refer to Sinopec Staff Training Policy and other related documents.

公司资源

要节约使用公司资源，确保公司资源不被滥用、盗窃、浪费和用于谋取私利。您须：

- 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。
- 节约使用公司资源，节俭办好公司各项事务。
- 积极参与公司改善经营管理工作，提高公司资源的利用效率。

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 urges its staff to make economic use of company resources, and to protect the resources from abuse, theft, squandering and jobbery. You should:

- Protect company assets. Unauthorized bestowal, transfer, lease, lending or mortgage of company assets to any organization or individual is strictly prohibited.
- Make economic use of company resources, and be thrifty in daily work.
- Give advice to optimize corporate operations, and enhance the efficiency of company resources.

Warm Tips

Company brands are important components of company resources. You should say no to any words or deeds that may harm company brands.

业务活动

合法、合规、诚信地开展公司的业务活动。您须：

 遵守业务法规

严格遵守有关的法律法规和公司的相关规定。

温馨提示

遇重大、复杂法律问题您应遵循法律人员的书面意见。

 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。

Business Activities

To carry out business activities in compliance with laws, rules and in good faith, you should:

-
- Comply with relevant laws, rules and regulations, and business norms.

Warm Tips

For major or complicated legal issues, you should consult legal professionals and follow their written advice.

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- Well understand and conscientiously perform your business obligations. Never overstep your authority and involve yourself in the following wrongdoings:

- Abuse of the Company's name in organizing business visits, negotiation, signing a contract, bidding or tendering, auction and etc.



- 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对外发表意见、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不必要的损失。

- Abuse of the Company's name in providing guarantee or certification.
- Abuse of the Company's name in making public declaration or disclosing information.
- Attending public events or other activities in the name of the Company without authorization.

Warm Tips

You should act within your authorization according to internal control and other policies.

Overstepping your authority may cause unnecessary losses 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和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：

兼职

您不得从事或参与损害公司利益或影响公司形象的兼职。

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，您应该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 working time. However, if such conduct harms or may harm the interest or image of the Company, you should immediately stop doing so. Be cautious about the following activities:

Part-time Job

You are not allowed to take part-time jobs that harm the Company's interest or image.

Investment

You are not allowed to make investment that is detrimental to the Company's interest.

Business Involving Your Relatives

You should withdraw from the business or report to your superior if such business involves your relatives.

Warm Tips

If your relationship with rival companies, clients or suppliers conflicts with the Company's interest, you should report to your direct superior immediately.

Never attempt to take advantage of your power and position to seek any illicit personal benefit.

▣ 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，避免违规违法的行为。

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，您应将接受的礼品登记上交。

如果您要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。

▣ Clean Conduct

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

- Attend education programmes on clean conduct, draw lessons from past experiences and take cautions hereafter.
- Learn by heart and act in strict compliance with laws and regulations concerning clean conduct.

Warm Tips

Keep firmly in mind and strictly comply with regulations on clean conduct. Bribery is prohibited, and in no case should you relax on fluke.

Register and surrender received gifts exceeding the capped value set by the Company.

For more information about company 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 with your direct superior or the supervisory department.



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

- 要礼貌、规范，体现公司员工的素质与风范。
- 与人交谈时应热情、礼貌、亲切、诚恳，认真聆听与交流。
- 在公共场所要做到行为文明，维护公共秩序。

温馨提示

当您出现在公共场所时，您的一举一动将体现公司的形象。

❏ 着装规范

- 根据时间、地点、场合选择合适的服饰，着装要端庄、得体、整洁、大方。
- 您在工作期间应按照劳动保护的规定和岗位要求着装。

Workplace Protocols

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

❏ Behave Decently

- Be polite and well-mannered in a way that reflects the fine quality and good business etiquette of the staff.
- Be cordial and amiable in conversation, and be a good listener in communication.

Warm Tips

Remember that on public occasions, you do represent the Company.

❏ Dress Appropriately

- Dress code should match with relevant occasions.
- During working hours, your dress code should conform to regulations of labour protection and relevant job requirements.

- 当您出席会议、从事商务或外事活动时，应按要求着装。

温馨提示

在工作和其他公务场所，您还应保持仪容整洁和良好的仪态。

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，不讲粗话、脏话。

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”，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。

- You should dress properly when attending meetings or business negotiations.

Warm Tips

You should keep a neat and tidy appearance, and be well-mannered in workplace as well as on other business occasions.

Speak Politely

- Use Mandarin or common working language.
- Avoid using offensive or coarse words.

Warm Tips

Do not disturb others at work when you receive visitors, communicate or have discussions in the workplace.

Every staff is the “public face” of the Company. Following appropriate business etiquette is beneficial not only to your work and image, but also to the Company’s reputation and brand value.



HSE要求

HSE Requirements

HSE要求

HSE是指健康、安全与环境。

石油化工行业具有较高从业风险，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所在国家（地区）的安全生产环境保护方面的法律、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方针目标

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目标

追求最大限度地不发生事故、不损害人身健康、不破坏环境，创世界一流的HSE业绩。

HSE Requirements

HSE refers to Health, Safety and Environment.

The petrochemical industry is featured with high risks, and even the slightest negligence may cause damage to you and other people.

You should strictly comply with laws, regulations and standards concerning safety production and environmental protection in China and countries where you work; understand well the Company's HSE regulations, and know relevant skills as well as how to handle emergencies. Follow the HSE regulations strictly. Do not hurt yourself, do not hurt others, and do not get hurt by others. Save resources and protect the environment.

▣ HSE Policy and Goal

HSE Policy

Safety foremost, prevention first. All staff should make effort and work through a comprehensive approach to improve the environment, safeguard health, and adhere to scientific management and sustainable development.

HSE Goals

The Company is dedicated to its greatest possible limit to eliminate accidents, uproot harms on human health and eradicate detrimental effects on the environment, so as to achieve first-class HSE performance.

□ HSE责任

工作中须采取必要措施，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：

- 自觉接受安全教育培训，提高安全意识和安全技能。
- 严格执行《中国石化安全生产禁令》等各项安全生产管理制度，令行禁止，绝不可存在侥幸心理。
- 严格履行安全职责，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。

□ HSE Obligations

Staff should take necessary measures to minimize accidents, to minimize damages to the environment brought about by operation or business activities, and to minimize the occupational harm to you and others.

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

- Attend safety training programmes to enhance safety awareness and skills.
- Strictly comply with Sinopec Production Safety Regulations, follow orders, and never relax on flukes.
- Strictly perform safety duties, refrain from giving false orders, malpractice, or activities that violate workplace discipline; and resist false orders and correct malpractice.

- 严格执行《中国石化环境保护管理规定》等制度，履行节能环保职责。
- 要避免有害于身心健康的行为。

温馨提示

HSE方面的要求对公司相关利益者及合作伙伴同样适用。

如果您要进一步了解公司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》、《中国石化职业卫生管理》等制度。

- Strictly implement Sinopec Environmental Protection Regulations to fulfill the duties of saving energy and protecting environment.
- Avoid activities that may harm one's physical or mental health.

Warm Tips

HSE requirements are also applicable to stakeholders as well as cooperative partners of the Company.

For more information about company HSE regulations and requirements, please refer to Production Safety Responsibility Rules, Sinopec Production Safety Regulations, and Sinopec Occupational Health Regulations.

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。
- 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。

Confidentiality

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

Intellectual Property

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

- Comply with the Company's regulations on the protection of intellectual property, and protect all the Company-owned intellectual properties that you are familiar with or in possession of during your tenure.
- Be aware that all inventions and works you created, and IT software you developed, with the Company's resources or for the purpose of accomplishing certain tasks, are considered the Company's possessions. You are obliged to provide necessary information to assist the Company in acquiring and exercising intellectual properties.
- Not disclose business secrets of the Company to a third party without written consent of the Company.

您在与公司签订劳动合同时，要与公司签订“保密协议”或“保密和竞业限制协议”。

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。

如果您要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》和《中国石化商业秘密保护规定》等制度。

Sign a “Confidentiality Agreement” or “Confidentiality and Non-compete Agreement” with the Company in parallel with the employment contract.

Warm Tips

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 and Sinopec Business Secret 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。

▶ 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 relevant information that may negatively affect the Company's interest 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. You are not allowed to forge, modify, conceal or destroy relevant information, or instigate or force others to forge or modify relevant information.
- Not disclose inside information to others, including people outside the Company, family members, and the Company's employees who are not among the intended recipients.

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《信息披露制度》和《内幕信息知情人登记制度》等制度。

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。

Warm Tips

You should not take advantage of inside information in securities trading.

For more about company information disclosure regulations and requirements, please refer to Information Disclosure Regulations, Insider Registration Regulations and related documents.

Information Security

Staff should use the Company's information resources and system properly to guarantee safe, reliable and stable operation of the system. You should:

- Comply with relevant 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. You should take good care of the computer and related accessories, preventing the equipments and information from being lost or destroyed.

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、公司规定和有损于公司利益的活动。

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。

如果您要进一步了解公司信息安全方面的规定和要求，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。

Warm Tips

Do not send the Company's confidential information or other important information via public network platform or your mobile phone. No confidential information shall be made accessible via the internet.

Refrain from using internet to conduct activities that are against national laws and regulations, the Company's rules or harm the Company's interest.

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 company information security regulations and requirements, please refer to Sinopec Information Management Regulations, Sinopec Information System Security Management Regulations and related documents.

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 revised edition of Staff Code is made by relevant functional departments authorized by the Company.

Warm Tips

Staff members are obliged to report actions violating Staff Code to their direct superior or the human resources department or other relevant departments.

Should you have any questions on Staff Code, please feel free to consult with your direct superior, the human resources department, or other relevant departments.

For specific descriptions of your post, please consult your human resources department.

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