

Safety and Environmental regulations of external companies 外部公司安全与环境条例

Introduction 介绍

As a global acting technology company, we feel it is especially important to fulfill our social obligations to protect the life and health of our employees and to protect the environment.

作为一家全球知名的技术公司，我们认为履行社会责任，保护员工的生命和健康，保护环境至关重要。

Thus, Numerous internal work instructions and behavioral codes have proven this to our employees and to the supervisory authorities responsible for us, with whom we have coordinated these instructions and codes.

为此，我们针对公司员工和主管机构制定了一系列用以指导他们工作的内部工作指令和行为准则来践行前述观点。

In order to ensure smooth, accident-free and environment-friendly work processes from external companies on our premises, to maintain our internal safety standards and to prevent bad examples, please read & strictly obey the following Vitesco safety regulations.

为了确保外部公司在纬湃经营场地内顺利开展无伤害和无污染的工作，为维护内部安全准则及预防事故发生，请仔细阅读并严格需遵守下列纬湃的安全规章制度。

Party A Vitesco Technologies GmbH and subsidiaries under the management control of Vitesco Technologies
发包方 纬湃科技集团

Party B

承包商 _____

In connection with contracting the Contractor by Party A to perform the outsourcing Service/Project (hereinafter referred to as "Project") and other work at Party A's job site, this AGREEMENT is entered into by and between Party A and the Contractor in conjunction with execution of the principal contract in accordance with the principle of "the party who manages the Project shall be held accountable for it", and relevant national and local laws, regulations and ordinances for the purposes of clarifying the obligations of each Party for safe work.

发包方将本企业的外包服务类项目/建设工程项目(以下简称“项目”)发包给承包方或承包方为了业务需要在发包方区域内从事现场服务等其他生产经营活动，为贯彻“安全第一、预防为主”的方针，本着“谁主管，谁负责”的原则，根据国家和当地有关法规、规定，为明确双方的安全生产责任，签订本协议。the Contractor the Contractor

1. General 总论

These regulations include rules for all contractors (**contractor**) who carry out work on behalf of Vitesco Technologies (**contracting party**) on company premises or in branches. The contractor must instruct and oblige his employees and any subcontractors to comply with these conditions.

这些规定包括条例适用于所有承包商，代表纬湃科技（发包方）在本公司及其分公司进行工作。承包商必须命令并规定这些员工和所有分包商遵守这些规定。

Work may only be carried out on the company premises within the framework of the legal and in-house specifications. The contractor is obliged to note and comply with the specifications that applies to the contractor's task, such as:

在公司内部进行的工作必须按照法律和内部组织的规定框架进行。承包商必须注意并遵守适用于承包商工作的条例，例如：

Occupational safety, including the generally accepted safety-related and occupational health rules (which include the employer's liability insurance regulations that applies both to the contractor and the contracting party)

职业安全，包括安全相关的和职业健康条例（包括适用于承包商和发包方的雇主责任保险规定）。

Environmental protection, particularly pollution control, water and waste law.

环境保护，特别是污染控制，水资源和废弃物法规。

Other site-specific regulations shall be taken into account.

需要考虑其他特定地点的规定。

The contractor has to appoint one or more **representatives** (depending on the scope of work) as contact persons for carrying out the contract. These representatives must be suitably qualified and they must ensure technical and personnel management of the staff employed by the contractor, as well as immediate supervision, at all times. The contracting party shall appoint an **external-company coordinator**, who is authorized to order cessation of works in the event of violation of these specifications, until the fault is remedied, and who is authorized to exclude the offending employees from further activities.

承包商需要委派一名或更多的代表（取决于工作范围）作为合同人来执行合约。这些代表必须有合格的资质并且他们必须确保对由承包商受雇的员工和直接监管的员工进行全天候的技术和人事的管理。发包方需要委任一名外部项目协调员，如果违反上述指令，授权他能够中断工作，直到错误被改正。并且他还有权能够排除该相关违规承包方的员工开展进一步工作。

The contractor has to ensure that all the necessary instructions and occupational health screening examinations are carried out for the personnel used and that the necessary qualifications are present for the specific activities to be carried out.

承包商必须确保为雇佣的具有资质员工在其进行特定工作前，进行职业健康检查并要求其执行相关规定。

The contracting party reserves the right to check compliance with these safety instructions and regulations and to deny entry onto the company premises for individual employees of the contractor, in the event of repeated or serious violations. Resultant delays and costs in completing the contract have to be covered by the contractor.

发包方保留检查上述指令和规定是否符合的权利，对于多次严重违反规定的承包商员工，可以拒绝其进入公司。对因此造成合同约定的项目延期和多余支出，需要承包商承担。

1.1. Media supply 物料供应

Media required for the work (e.g. air, water, on-site power) shall be reported to the responsible specialist department of Vitesco Technologies in good time before the start of work.

对工作需要的物料（例如：空气，水，现场的电力）必须在工作开始前报告给纬湃科技的各部门的相关负责专员。

1.2. Wall and ceiling openings 墙体和天花板的开闭

If wall or ceiling openings are opened or new ones created, these shall be properly closed again after the completion of the work, in consultation with Vitesco facility and ESH departments.

如果墙体或天花板被打开或者被新建，在完成工作后，咨询设施及ESH部门，应该将其再一次合理地关闭。

1.3. Construction site facilities 现场设施的建设

Spaces for construction site facilities (containers, site huts, material storage locations) shall be coordinated with the Vitesco facility and ESH departments.

现场设施建设的空间（容器，现场小屋，物料存储地点）应该和纬湃科技的设施及ESH部门协商。

1.4. Completion of the construction and assembly work 完成建设和装配工作

The work or construction site shall always be kept in a clean state and shall be fully cleared and secured after completion of the work.

工作或建设现场应该总是保持干净，并在工作完成后进行全面的清洁和安全确认。

1.5. IT security IT安全

The Contractor personnel ensure that company assets, e.g. phone, laptops are kept well . Lock screen of laptop when you leave your desk. Please lock your laptop in the cabinet after work and take the key with you. If items get lost or damaged due to your negligence, you have to take full responsibility and compensation.

承包方雇员应自行妥善保管自己的财物，如手机、手提电脑等。对自己使用的电脑要采取保护措施，如离开座位时锁定屏幕；下班后请将笔记本电脑锁在柜子中。如果因为疏忽而导致丢失或损坏，您必须承担全部责任并全额赔偿。

If IT systems are to be brought onto site, the contractor shall coordinate this before work starts with the external company coordinator, consulting with Vitesco IT and ESH departments. The contracting party's standard regulations apply here.

如果承包方需要将IT系统带到现场，承包方应不迟在工作开始前与纬湃科技的外部项目协调员进行协商，并向纬湃科技IT部门及ESH部门寻求咨询。IT系统的使用应当适用根据纬湃公司的标准规定。

The use of the contracting party's IT infrastructure, or the linking of the contractor's IT systems into the contracting party's IT infrastructure, is prohibited. If, however, this is necessary in order to carry out the work, the contractor shall report this in advance to the external company coordinator. The external company coordinator shall discuss the possibilities with the parties(IT or ESH departments) responsible for information security on site. The use of WLAN or Bluetooth devices shall also be coordinated in advance.

承包方使用发包方IT设施，或将承包商IT系统接入发包方IT基础设施是被禁止的。如果这在进行工作中是必须的，承包商需要提前向外部项目协调员进行报告。外部项目协调员需要和现场负责信息安全的的纬湃科技IT部门或ESH部门讨论实施的可能性。使用WLAN或者蓝牙设备也需要进行事先协商。

2. Security Management 安保管理

2.1. Access authorization 授权进入

Persons and objects, particularly vehicles, shall be subjected to the contracting party's standard entry and exit checks. 人员和物品，特别是车辆应该符合发包方进出检查标准。

Carry an access card and use it only yourself. It is forbidden to lend access cards to others. 随身携带门禁卡，门禁卡只限于本人使用，严禁转借给他人。

Please close the door and not let strangers follow into the office building. 随手关门，不得让陌生人尾随进入办公大楼。

The passing on of access authorization or keys issued, including enabling third parties to enter the site by opening doors for them, is prohibited. Access authorization or keys issued shall be returned to the contracting party after the work is completed or at the end of the day.

禁止为第三方开通进入权限或给予其钥匙，包括为第三方打开公司大门。在完工或一天结束后，需要将进入权限或钥匙交还给发包方。

2.2. Entering operating areas 进入操作区域

Operating areas may only be entered if it is necessary to carry out the work that is to be performed. In the event of work in these areas, the locally applicable regulations shall be observed. Instruction in these regulations shall be carried out by the external company coordinator or the Vitesco Technologies contact person.

只有在必须进行工作时才能进入操作区域。在操作区域工作时，需要遵守当地适用的法规。外部项目协调员或纬湃科技相关联系人应负责执行这些规章中的相关指令。

2.3. Working out of opening hours 开放时间以外的工作

Opening hours are specified and published by the site. Work that is performed off-time during these opening hours shall always be coordinated with the contracting party. Compliance with legislation on working hours must be ensured and is in responsibility of the contractor.

开放时间由纬湃科技公司确定并发布。如果要在规定的开放时间以外进行工作，需要和发包商进行协调沟通。必须确保遵守有关工作时间的规定，这是承包商的责任。

Special permissions from authorities for work on Sundays and public holidays must be procured by the contractor. A copy of this permission must be delivered to the contracting party on request.

承包商若在周末和公共假日工作必须获得公司特别许可，该许可的副本必须应要求提供给发包方。

2.4. Traffic 交通

The road traffic regulations apply on the company premises, on construction sites and in parking areas. Ground conveyors (e.g. forklifts) have priority over all other vehicles on the plant premises. Each person shall behave carefully and considerately. Maximum speeds have to be observed. Any type of obstruction to on-site traffic shall be avoided, without fail. Access routes for the fire services must be kept clear, with no exceptions. Parking in front of hydrants, entrances, gates or similar bottlenecks is not allowed.

道路交通法规适用于公司，施工现场和停车区域。地面输送交通工具（例如：叉车）在厂区内较其他的运输工具拥有更高的优先权。每个工作人员需要仔细地考虑周到地进行操作。必须遵守最大的行驶速度。现场必须避免任何形式的路障。灭火通道必须保持清洁畅通。不允许在消防栓，入口，门口或类似的瓶颈口停车。

Please park personal vehicle (motor vehicle/ non-motor vehicle) in the underground carport according to the rule. Do not block the evacuation exits and not park outside the door of office building.

请将私人车辆（机动车/非机动车）按照规定停放在地下停车库，不得阻塞疏散通道，不得停放在办公楼门口外。

2.5. Prohibitions 禁止

In the interests of order and security, the following activities are banned on the company premises:

为了公司的秩序和安全，以下活动必须禁止：

- Entering the company premises under the influence of alcohol or drugs
-喝酒或服用禁药后禁止进入公司
- Making copies, replicas or drawings of company documents, particularly photos of operating systems, without consent
-将公司文件复制，影印或描画，特别是在非经允许的状态下，对操作系统进行拍照。
- Bringing third parties onto the site without access authorization

-在没有进入许可的情况下，将第三方带到现场。

- Removing or changing protective equipment or installation.

-移动或改变防护设备或安装。

If it is urgently necessary to temporarily remove protective equipment or installation, the contracting party's consent has to be sought in advance and the area has to be secured in another manner.

如果因紧急必要的情形需暂时移去防护设备或安装，其需要提前得到发包商的允许并且该区域需要使用另一种方法确保安全。

- Smoking is forbidden in the entire building. The designated smoking area is outside the building which is clearly marked. Violation may cause direct dismissal.

-整幢大楼严禁吸烟。指定的吸烟点在大楼外清晰标识的区域。

2.6. Escape routes and access routes for emergency services

紧急情况疏散路线和进入路线

The contractor's employees shall be informed of the escape routes and access routes for the emergency services by their superiors/supervisors. The necessary information is available on site.

承包商的员工需要由他们的主管告知其疏散路线和进入路线。现场可获取必要的信息。

2.7. Damage 损害

Damage and disruptions to Vitesco Technologies facilities caused by the contractor shall be reported immediately to the external company coordinator or the Vitesco Technologies contact person.

纬湃科技公司的设备如果被承包商破坏或分裂，承包商应立即向外部项目协调员或纬湃科技公司相关联系人进行报告。

3. Occupational safety 职业安全

3.1. General obligations to safeguard against hazards 安全防护义务

In addition to the labor legislation each contractor is obliged to comply with the "general obligations to safeguard against hazards". This means that each person must ensure that no hazards occur in his or her working environment, or that any hazards are minimized and safeguarded (e.g. in case of excavations, when installing machines or plants, etc.).

除了依照劳工法，每一名承包方必须遵守“防止危害的总体责任”。这意味着每一个工人必须确保他/她的工作环境中没有危害发生，或者说那些危害已经被降到最低并进行了防护（例如：挖掘作业，安装机器等）

The contractor is responsible for safeguarding the entire area of deployment, in accordance with the regulations. The contractor shall continuously ensure that all the covers and barriers are in proper condition.

承包方依据规定，负责保护整个工作区域。承包方需要持续确保所有的遮盖物和障碍物处于良好的情况下。

3.2. Tools, machines and devices 工具，机器和设备

Tools, machines and devices may only be used if they are in proper working condition and correspond to the relevant safety regulations. Proper use as intended shall be assumed.

只有在正常的工作条件并且符合相关安全法规的情况下，才能使用相关工具，机器和设备。对工具和设备的合理使用是指按照其预期目的进行使用。

3.3. Vitesco Technologies's in-house devices, machines and facilities

纬湃科技公司内部的设备，机器和设备

In-house devices, machines and facilities belonging to the contracting party (e.g. ground conveyors, drills, lifting platforms, cranes) may only be used with the consent of the Vitesco facility department or departments who own the device/machines.

只有在纬湃科技设施及设备所属部门许可的情况下，才能使用纬湃科技的机器和设施（例如，地面传输机器，电钻，起重平台，起重机）。

3.4. Electrical systems 电气系统

Intervention in the existing circuitry or distributor equipment may only be carried out by Vitesco facility department. This shall be coordinated by the external company coordinator with facility department.

对现有电路或电力分配设施的干预仅能由纬湃科技相应负责的设施部门进行操作。这项工作需与外部项目协调员及纬湃科技设施部门进行协调。

The “5 safety rules” shall always apply for all work on or in the vicinity of electrical systems.

5项安全规则适用于所有工作和电气系统邻近工作。

According to these rules, work in the vicinity of open or unprotected live parts shall be carried out after switching these parts off or installing effective protection against contact.

根据这些规则，只有在关闭所有电气设备或安装有效的防止接触的保护设施后，才能在在开放式的邻近区域或未保护的带电区域进行工作。

Work on live parts may only be carried out in exceptional cases and in compliance with alternative protective measures.

只有在特殊情况下才能对带电体进行工作，且必须采取相应的保护设施。

3.5. Safety labeling 安全 标签

Prohibition signs, warning signs, instruction signs, emergency services signs, etc. in the individual operating areas shall always be observed and may not be removed.

禁止标志，警告标志，命令标志，紧急情况标志等等，在各个操作区域内都能清楚看到并不能被移去。

3.6. Traffic and escape routes 交通和逃生路线

All traffic, emergency services and escape routes have to be kept clear.

所有交通，紧急服务和逃生线路必须保持清洁畅通。

3.7. Use of ladders and scaffolding 梯子和脚手架的使用

Only ladders and scaffolding that are in proper working condition and that meet the applicable safety regulations may be used. These may only be used as intended.

只有处于良好的工作状态并且符合相应的安全规定的梯子和脚手架才能被使用。而使用必须按照事先的计划。

3.8. Workplaces at heights 高空作业

In the event of work on scaffolding and roofs, and for other workplaces, the contractor has to ensure that there is no danger caused by falling objects and that there is no danger of a person falling from height. If safety cables and ropes are required, employees must be secured against falling with safety harnesses.

在脚手架和屋顶工作，或其他相似的高空地点工作时，承包商必须确保没有坠落物体的危险并且没有人员高空坠落的危险。员工必须配备安全背带和安全绳索以防止从高空坠落。

Walking on roofs and loading on roofs (material, machines) are only allowed if the working at height approval process been completed with property management/facility and ESH approval. Dome lights must never be walked on.
只有经过该工作场所高空作业审批流程，经物业、设施及ESH等部门同意，才能允许工人在房顶行走并进行安装作业（安装材料，机器）。不能在穹顶天窗孔上行走。

3.9. “Particularly dangerous work” 高危作业

Particularly dangerous work, such as digger and earth-moving work, working in confined spaces, working in the vicinity of overhead lines or working with asbestos, requires approval by site property management/facility and ESH departments in each cases. Before operation, construction plan and emergency plan shall be formulated, risks and control measures shall be clarified, safety training shall be conducted for personnel, and operation personnel shall work with certificates.
高危工作，例如挖掘，土方运输工作，密闭空间工作，架空线附近工作或接触石棉的工作，每一项工作都需要得到该工作场所物业、设施及ESH等部门的批准。作业前必须制定施工方案、应急预案，明确风险及控制措施，并对人员进行安全培训，作业人员持证上岗作业。

3.10. Personal protection equipment 个人防护设备

The contractor has to provide all its employees working on the contracting party's premises with all the necessary personal protective equipment and has to ensure that the equipment is used as specified.
承包商必须为所有在其公司工作的员工提供所有必须的个人防护设备，并且必须确保所有的设备都按照特定的要求使用。

3.11. ESD safety equipment 静电放电安全设备

Semiconductor elements and circuits processed by us are particularly prone to electrostatic discharge (ESD).
半导体部件和电路特别容易产生静电放电的现象（ESD）。

In certain sections of our production, laboratories or test areas, a serious risk is generated by the build-up of high voltages and subsequent discharging. These areas are identified and marked as “ESD protection zones”. Special regulations apply here which the contractor's employees must comply with.
在我们生产环节的某些部门，实验室或测试区域，高压和随后的放电会产生非常严重的危害。这些区域被标记为“静电放电保护区域”，这些区域内实施特别的规定，承包商的员工必须遵守。

Persons who enter the ESD area must wear the specified protective clothing, non-chargeable overalls and conductive ESD shoes, as per DIN EN 61340-5-1. ESD overalls can be provided on-site.
进入静电放电区域的人员必须穿戴特定的防护服，不放电的工装裤和导电鞋。静电放电工装裤需要在现场提供。

4. Environmental protection 环境保护

4.1. General 总则

When carrying out the assigned work, all the environmental legislation has to be observed.
实施工作时，必须遵守所有环境法规。

4.2. Handling materials that are harmful to water 处理对水体有害的材料

The contractor has to ensure that no materials that are harmful to water can permeate into adjacent unsecured areas (e.g. in the event of heavy rain). Floor drains and manhole covers in the contractor's working area must be completely covered with foil and sealed.

承包商必须确保有害水体的材料不会渗入邻近不安全的区域（例如：在大雨的时候）。承包商工作区域内的地漏和检修孔必须被完全覆盖并密封。

Materials that are harmful to water may only be stored in consultation with Vitesco facility and ESH departments.
向纬湃科技设施及ESH部门咨询后，再将有害水体的材料储存。

4.3. Disposal of waste 废弃物的处理

The contractor is required to dispose of waste according to the local requirements and according to consultation with Vitesco facility and ESH departments
承包商需要依据当地要求并和纬湃科技设施及ESH部门协商后处理废弃物。

4.4. Discharging waste water 废水排放

Materials or waste water may only be discharged into the sewer system in consultation with Vitesco facility and ESH departments.
只有向纬湃科技设施及ESH部门咨询后，才能将材料或废水排入排水系统。

4.5. Energy efficiency 能源效率

The contractor is required to observe energy efficiency during the performance of his work and, where applicable, to submit proposals for energy saving.
在工作期间，承包商需要观察能源效率情况，可能的话，提交节能计划。

5. Hazardous materials 危险材料

5.1. Use of hazardous materials 危险材料的使用

Hazardous materials to be used by the contractor at the site have to be specified before the contract is awarded and the associated, up-to-date (no older than 3 years) material safety data sheets are to be presented to the contracting party/external company coordinator party/ ESH manager / ESH coordinator. This also applies in the event of changing hazardous materials during the execution of the contract.

承包方现场使用的危险材料必须在合同签署递交前明确，更新的（不少于3年一次）物料安全信息表将向承包商/外部项目协调员/ESH经理/ESH协调员展示。上述规定同样适用于合同实施期间危险废物的变动。

The contractor has to instruct its employees in accordance with the requirements of the Hazardous Substances Ordinance, before the employees begin work.

在开始工作前，承包商必须要求员工遵守危险物质条例的要求。

It is prohibited to bring alcohol and hazardous materials (flammable or explosive) into the Vitesco Technologies premises without permission.

未经许可，严禁携带酒精和危险材料(易燃易爆物品)进入纬湃科技经营场所

5.2. Combustible liquids 可燃液体

When handling combustible liquids, all possible sources of ignition have to be avoided.

Floor cloths, cleaning cloths, etc. soaked in combustible liquids are to be collected in sealed, noncombustible and labeled containers and shall be disposed of as hazardous waste. In the case of explosive areas, special site regulations apply.

当处理可燃液体时，必须避免所有可能的燃烧源。浸泡在可燃液体中的抹布、清洁布等将被密封存储在不可燃的贴国标签的容器内，并以危险废弃物进行处置。在有爆炸区域的情况下，实施特殊的规定。

5.3. Storage / labeling 存储/贴标签

Hazardous materials shall only be provided at the workstation in the quantities that are necessary for the progress of the work. Storage places shall be coordinated with Vitesco facility and ESH departments.

危险材料只能在工作地点提供，并且需要依据工作需要的实际数量提供。存储地点需要和纬湃科技设施及ESH部门沟通。

Hazardous materials may only be decanted into suitable, sealed containers. All containers must be properly labeled.

危险材料只能被倒入合适的，密封的容器内。所有的容器必须合理地贴上标签。

6. Hot work 动火作业

6.1. Approval for hot work 动火作业许可

Before carrying out flammable work (welding, splitting, grinding, soldering, hot blower work, hot welding, etc.), a permit for hot work must first be issued by site property management/facility and ESH departments, in each individual case. The contractor shall specify safety measures together with the external company coordinator and ESH department. Document these in the associated permit for hot work. Meanwhile, contractor should cooperate with supervision and inspection and rectification of non-conformance

在实施动火作业前（焊接，分割，粉碎，热焊等等），必须完成该工作场所动作作业审批流程，取得物业或ESH的动火作业许可。承包商应该与外部项目协调员以及纬湃科技ESH部门明确安全措施，将动火作业许可文件化，并配合监督检查及不符合整改。

6.2. Use of gas bottles 气瓶的使用

Gas bottles must be properly positioned and stored, as per specification. Storage on roofs is not permitted. Welding equipment and valves must be checked at regular intervals. Mobile welding equipment must be equipped with a manual fire extinguisher.

气瓶必须合理地放置在合理的位置并储存。不允许存放在屋顶。焊接设备和阀门必须在一定的期限内进行检查。保证气瓶、阀门及各种仪器仪表安全可靠，气瓶之间保持安全距离。移动焊接设备必须配备灭火器、防火毯。保证现场无易燃易爆物品，各项保护措施有效。

7. Emergency procedures 紧急措施

7.1. Reporting an emergency 紧急情况的报告

Any person who observes an emergency (work accident, damage with environmental hazards, etc.) is obliged to report it without delay. The emergency phone numbers shall be provided to the contractor before the start of work.

任何人观察到紧急情况（工作事故，环境危害等等）必须报告不得拖延。应该在工作开始前提供给承包商。

This does not affect the contractor's in-house conditions concerning official reporting of accidents.

这个条例不影响承包商内部有关事故报告的程序。

7.2. Company medical center 公司医疗中心

If an accident occurs on a construction or assembly site the employees of external companies may also use the company medical center, if there is one at the site.

如果事故发生在施工或装配地点，如果有医疗中心的话，外部公司的员工可以使用纬湃公司的医疗中心。

8. Fire Prevention Management 消防管理

Do not arbitrarily move fire-fighting devices, for example, an extinguisher.

不得随意挪动消防设施设备，如灭火器等。

If not emergency, please do not touch fire-fighting facilities such as fire alarms, etc.

非紧急情况，请勿触动消防设施，如消防警铃等。

Familiar with the company's escape routes.

熟悉公司的逃生线路，

If meeting dangerous situations like fire, do not take elevator and evacuate according to evacuation map.

如果遇到火灾等危险情况请勿乘坐电梯，请按照应急逃生图线路进行疏散。

Attend evacuation drills regularly.

定期参加疏散演习。

9. Data Protection 数据保护

Sign the confidential agreements and confidential information is not available to third parties or other persons not involved in the project

签署公司保密协议并不得泄露公司的重要信息（技术/商业）给第三方或者与之不相关的人。

Confidential documents will not be thrown into the waste bin directly, but have to be shredded first. Confidential copies and typescripts have to be taken away from copy machines on time.

机要文件不得直接扔进垃圾桶内，必须用碎纸机粉碎处理，并及时从打印机上取走复印文件、打印文件。

Unauthorized employees are not allowed to enter labs and take photographs therein.

If have to enter the laboratory for working needs, banned to take pictures and not allowed to arbitrarily touch the experimental facilities without permission.

未经允许不得进入实验室并不得在实验室内拍照。如工作需要，必须进入实验室，未经许可禁止拍照，不得擅自实验设施设备。

Company property, e.g. computer, cabinet keys, ID badge, company documents have to be returned before demission.

在离职之前，归还公司的财物，例如电脑，抽屉钥匙，门禁卡，公司文件等。

10. Responsibility and compensation 责任赔偿

Party A shall have the right to execute the potential safety risks caused by the Contractor's violation of safety management regulations in Weft According to the relevant provisions of the company's contractor reward and Punishment system, including oral warning, written warning and even cancellation of contractor qualification.

对承包方在纬湃科技公司违反安全管理规定造成的安全隐患，发包方有权依据公司承包商奖惩制度相关条款执行，分口头警告、书面警告、直至取消承包商资格等级别。

In case of any violation of safety regulations, the Contractor shall immediately stop construction or organize business development for rectification, and all expenses and losses incurred during rectification shall be borne by the Contractor.

承包方因违反安全规定，必须立即停止施工或业务的开展组织进行整改，整改过程中所发生的一切费用、损失由承包方承担。

In case of safety accidents caused by quality reasons of the projects undertaken/contracted by the Contractor or the products/services provided by the Contractor, the Contractor shall bear all responsibilities and compensate for economic losses; the Contractor shall compensate and deal with the personal injury and property loss caused to the employees of VFM Technology Group.

由于承包方承担/承包的项目或提供的产品/服务等质量原因造成的安全事故，承包方承担全部责任和经济损失的赔偿；造成纬湃科技集团员工人身伤害和企业财产损失由承包方给予赔偿和处理。

In the process of the Contractor and party A relevant unit operations, safety accident due to the Contractor in violation of the provisions of safety management, including personal injury accident/fire accident/theft/occupational hazards/food poisoning accident/traffic accidents, etc.), party A has the right to according to the accident severity/size/loss extent shall be investigated for the Contractor's legal responsibility.

在承包方与发包方相关单位业务过程中，由于承包方违反安全管理规定造成安全事故（包括人身伤害事故/火险事故/盗窃事故/职业危害/食物中毒/交通事故等等），发包方有权依据事故严重程度/损失大小/影响程度追究承包方法律责任。

11. Miscellaneous 其他

Attend ESH training and learn basic ESH knowledge.

参加ESH培训，学习基本的ESH知识。

Keep safe on the way to company and on the way home.

上下班途中注意安全。

Keep personal belongings well and secured. Vitesco Technologies is not responsible for any personal property loss. 妥善保管个人物品。纬湃科技不对任何个人物品丢失负责。

This Agreement shall maintain effective in the term of the Project. In case the Project is delayed, this Agreement shall be extended automatically.

本协议长期有效。如项目延迟，本协议自动顺延。

Other Pending Issues

其他未尽事宜。

This Agreement shall be applied to the Outsourcing Service/Project performed for Party A or to the services other than construction projects necessary to perform at Party A's premise.

本协议适用于为甲方提供外包/服务类项目、建设工程项目或乙方为业务需要在甲方区域内从事现场服务等其他生产经营活动。