

Update:

员工纪律行为守则

TopValue Employee Code of Conduct

目的: 拓伟追求最理想的状态是, 公司给大家提供和创造最为宽松的工作环境, 不要去约束员工的个人发挥及创造性; 同时考虑到是一个集体需要纪律来保持协同, 整体业务输出上的效果和效率, 我们需要基本的纪律行为守则。目标是公司不管理, 员工也不会违反基础和基本纪律, 达到自律和自由的境界。

Purpose: The ideal status TopValue pursues is TopValue provides and creates the most relaxed working environment for employees, not to restrict employee's individual growth and creativity. Meanwhile, considering that as a collective team which needs common Code of Conduct to keep the good internal coordination, the effectiveness and efficiency of the overall business output. Our final goal is employees achieve biggest freedom via self-discipline conduct.

范围 Scope: 适合拓伟所有员工。Suitable for all employees of TopValue.

一、国家法律: 自觉遵守国家的法律法规。

National laws: Consciously abide by national laws and regulations.

二、公司制度: 熟悉并认同公司企业文化, 价值观和经营理念。遵守公司制度;

Company system: familiar with and identify with our company culture, values and business philosophy.

Abide by company system.

三、公司红线 (不超过 3 条: 不要多了违反人本性自由, 也不能没有让人本性滑向失控深渊):

Company Red Lines which means no circumstance to allow violation: (No more than 3 Red lines.)

1) 业务中不贪污, 不受贿, 不收受回扣和好处。

No corruption, no bribery, no kickbacks in business.

2) 上班时间, 在办公室不玩游戏, 不刷抖音、快手等娱乐性视频, 不炒股票基金。

During work hours, don't play games in the office, do not play entertainment videos such as tiktok, Instagram, Kuaishou, and don't speculate on stock & funds.

注: 红线是不可触犯的, 触犯后是不可接受的: 员工主动辞职或公司劝退。即使愿留下者在将来也不会对其涨工资。

Note: The red line (company ban) cannot be violated, and it is unacceptable after the violation: employees could submit the resignation or the company will dismiss the employee.

Beijing TopValue Global Co., Ltd.

Suggestion is welcome to email: admin@topvalueglobal.com

其它：公司提倡如下（非硬性要求）：

Others: Company advocates the following (Not as requirements)

- 1) 讲卫生（勤洗澡换衣，身上无异味），衣着整洁得体，举止大方，讲究礼貌。保持乐观向上精神状态。
Pay attention to personal hygiene (take bath and change clothes frequently, without odors on your body, dress neatly dress neatly and decently, be decent and be polite. Keep optimistic and upward.
- 2) 每周工作，每日工作有计划，且完成计划后有反思总结。努力提升自己思维能力，工作能力；
Weekly work, daily work is planned, and after the plan is completed, there is a reflection and summary.
Try to improve your thinking ability and work ability.
- 3) 保持办公室的整齐，干净，卫生。
Keep the office tidy, clean and hygienic.
- 4) 工作时间干工作有关的事，或学习与工作有关的知识。不要干无关的事，如听戴着耳机听音乐，社交聊天，发朋友圈等。
Do work-related activities during working hours, or learn work-related knowledge. Don't do irrelevant things, such as listening to music with headphones, social chatting and surf Wechat moment etc.

如有条款不愿意遵守，请指出： _____

If you are unwilling to comply with any terms of above, please indicate them here.

除了以上指出的条款（如果有），我自愿遵守如上公司《纪律行为守则》，签字确认如下。

In addition to the above-mentioned terms (if any), I voluntarily abide by the above company "Code of Conduct", and sign here to confirmed it:

签名： _____ 日期： _____

Signature:

Date: