

Management System

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File name: Code of Conduct for Employees of International Business School

Code of Conduct for Employees of International Business School of Beijing Foreign Studies University

The code of conduct is formulated to enhance the office management, regulate employee behaviors and create a good image of the school.

I Work Disciplines

- (1) Do not damage public property of the school;
- (2) Do not smoke in non-smoking areas in the university;
- (3) Do not drink alcoholic beverages during work hours;
- (4) Do not leave his or her post or go to other employees' posts without reason during work hours;
- (5) Do not seek any personal benefits from customers and suppliers;
- (6) Do not spread rumors, create conflicts or distort facts deliberately in the university;
- (7) Without legitimate reasons, employees must attend meetings and activities that require attendance on time;
- (8) Comply with non-disclosure agreements, and maintain secrecy of specific materials related to the school;
- (9) Study fresh during work hours, and complete work assigned by superiors on time;
- (10) Do not handle personal affairs that are not directly related to work;
- (11) Do not quarrel with other employees or cause any verbal or behavioral harm to them during work hours;
- (12) Start work and get off work on time. Don't go absent or leave early without permission or reason during working hours.
- (13) Don't conduct any wrong behaviors that are inconsistent with regulations of the

school.

II Employee Relations

(1) Employees should treat each other with courtesy, respect and understanding, and should not form cliques which are detrimental to the working atmosphere;

(2) Employees should support and cooperate with each other, and should not evade their responsibilities.

III Civility

(1) Employees are not free to look at the documents, materials, etc of their colleagues without permission;

(2) Employees should nod heads to greet with colleagues and foreign guests;

(3) Employees should treat others equally, and should treat others according to color, race, religion, clothes, and language;

(4) Employees should keep the working environment (office and office desktop) orderly, clean and tidy;

(5) Employees should receive a business card respectfully with two hands, read it silently and take them;

(6) Employees should submit articles, such as documents with the right direction of words facing the receiver;

(7) Employees should pay attention to manner of speaking, speaking with a gentle, kind and sweet tone, and should not be haughty or humble;

(8) If guests are looking for colleagues, employees should accompany the guests and direct them to colleagues;

(9) If guests are looking for leaders of the school, employees should first ask the reason, and then take guests to the Executive office, which will arrange the meeting the reception;

(10) When leaving away from the desk or conference room, put chairs to their original place, keep the desktop and the surrounding clean; The last one to leave the office or conference room is responsible for closing the computer equipment, turning off the lights, cutting the power of water dispenser and closing doors and windows;

(11) Be kind, modest and polite to others. Speak good mandarin and use words of

respect. When receiving guests, remember three points: eye contact, smile and greeting;

(12) Pay attention to appearance and hygiene during work hours. Dress in a good taste. Don't show up in a revealing dress. When participating in official and business meetings or travelling on business, etc., wear formal attire to show a good image and style of the school.

IV Punitive Measures

Employees who violate the Code of Conduct will be punished by the school according to the degree and rating of non-compliance. Punishments include: minor violation, the serious violations and major violations. Punishment grades include: warning, serious warning, and terminating the employment contract without notification.

(A) Minor Violations

Minor violations will be identified according to the following criteria, notified through e-mails sent by the Executive Office. Employees who are involved in minor violations shall be given a warning note.

1. Dress inappropriately;
2. Look at the documents, materials, etc of colleagues without permission;
3. Get late for 10 minutes in meetings or related activities without reason;
4. Drink alcoholic beverages or smoke in non-smoking areas in the university during work hours;
5. Go to work late and leave early (for more than 30 minutes in one month);
6. Due to negligence or intentional damages, cause mild economic losses to the school property;
7. Leave work for less than half an hour without permission of supervisors;
8. Do not follow the prescribed procedures of the school or standardized systems of departments and cause general consequences;
9. Administrative employees don't clock in and off in time or don't make up for clocking in and off according to the rules;
10. Other minor violations identified by the school;

(B) Serious Violations

Serious violations shall be identified according to the following criteria, notified through e-mails sent by the Executive Office. Employees who are involved in violations can be dismissed without notification.

1. Stay away from work for more than half a day during work time;
2. Don't show up in meetings or related activities that require attendance.
3. Don't comply with non-disclosure agreements, causing serious data leaks;
4. Create or spread harmful gossips that harm the reputation of the school or employees;
5. Fail to comply with the safety manual of the school, resulting in serious consequences;
6. Engage in private affairs during work hours;
7. Refuse to obey the directions of supervisors, defy supervisors openly, or become slack in work;
8. Quarrel with others or speak loudly in public areas of the school, which seriously impacts the school work;
9. Cause serious economic losses to the school property due to negligence or intentional damages;
10. Do not follow the prescribed procedures of the school or standardized systems of departments, causing serious consequences;
11. Other serious violations that are identified by the school.

(C) Major Violation

Major violations shall be identified according to the following criteria, notified through e-mails sent by the Executive Office. Employees who are involved in major violations can be dismissed without notification.

1. Stay away from work for one day or more during work time;
2. Steal or peculate public properties;
3. Abuse, quarrel with or fight with others in the school;
4. Seek any personal gains under the name of the school or the university without permission.

5. Create cliques that destroy the working atmosphere, spread harmful gossips, and harm the reputation of colleagues;
6. Privately forge or alter records or documents of the school or university, providing false information;
7. Do not follow the prescribed procedures of the school or standardized systems of departments, causing major consequences;
8. Cause major economic losses to the school property due to negligence or intentional damages;
9. Other major violations recognized by the school.

Minor offenders will be punished by warnings, and two consecutive warnings will turn minor violations into serious violations, where offenders will be punished by serious warnings;

Serious offenders will be punished by serious warnings, and two consecutive serious warnings will turn serious violations into major violations, where offenders will be dismissed without notification;

Major offenders will be dismissed, which is notified by the Executive Office.

Punishment will be included into the comprehensive assessment, which includes the annual performance appraisal, promotion, rise in rank and pay rise.

In daily work and communication with the outside world, employees should always bear in mind the interests of the school, and should not do anything detrimental to the interests of the school. Any breach of above principles will immediately lead to dismissal. Any economic losses directly caused by individual employees will be handled according to related regulations of the school. As to any major economic losses directly caused by individual employees, the school has the right to resort to legal proceedings.

This system will be implemented since its issue date and the right to interpret it shall reside in the Executive Office. Other untreated matters will be discussed and decided by the School Board.

International Business School of Beijing Foreign Studies University

May 6, 2014