

# MYDUS Code of Conduct Policy

**MYDUS**

迈德斯工程技术(青岛)有限公司

1. MYDUS is committed to being a good corporate citizen. MYDUS's ability to meet this commitment requires everyone that works at MYDUS to comply with internal and external standards. MYDUS's values are expressed in our Code of Conduct (**Code**) which sets the mandatory standards for the decisions we make and the way we work at MYDUS.
2. The Code is fully endorsed by the MYDUS Board of Directors and the Executive Committee.
3. The Code applies to everyone that works at MYDUS. As such, everyone at MYDUS, including our directors and all employees, contractors and consultants, must comply with the Code.
4. Breaches of the Code are treated very seriously and those responsibilities may face disciplinary action, including termination of employment.
5. The guiding principles to assist you in making decisions in your day to day work at MYDUS are:

- ✓ Safety is paramount - Target Zero
- ✓ We pursue excellence
- ✓ We act with honesty and integrity
- ✓ We act professionally and respectfully
- ✓ We work as a team
- ✓ We comply with laws and our policies and standards
- ✓ We avoid and manage conflicts of interest
- ✓ We protect MYDUS's confidential information and intellectual property

An explanation of the guiding principles and the conduct to which you must adhere to is set out below. The events or circumstances listed below are non-exhaustive. Where a specific event or circumstance is not listed then you must act at all times in accordance with the corresponding guiding principle.

- ✓ **Safety is paramount - Target Zero**

MYDUS is committed to providing an environment that enables us to achieve our vision of Zero Harm. MYDUS values the health and safety of everyone that works at MYDUS. MYDUS has a reputation among our clients and the community as a whole as an organization that looks after the safety of its people.

What you must do:

- Protect your own health and safety and the health and safety of others in the workplace.
- Take all necessary steps to prevent workplace injuries and illnesses.
- Speak up when you see unsafe work practices.
- Understand and follow relevant health and safety requirements under law and the health and safety requirements of client's we work for.
- Comply with MYDUS's internal policies for health and safety.
- Have a blood alcohol level of 0.00% when working on any operational or construction site or when operating any plant and equipment and at all other locations where we operate, have a blood alcohol level of less than 0.05%.
- Do not excessively consume alcohol when conducting MYDUS business or at a MYDUS social function.
- Do not misuse drugs. Do not allow, consume or offer illegal drugs under any circumstances. Do not enter the workplace while under the influence of illegal drugs or drugs which may impair your ability to carry out your role.
- Do not smoke in the workplace.



### ✓ **We pursue excellence**

The Pursuit of Excellence is the philosophy that drives the MYDUS culture. It is the 'MYDUS Way'. Through the Pursuit of Excellence, we aim to provide superior value to our company by taking pride in our work and not settling for outcomes that are less than excellent.

What you must do:

- Take pride in everything you do.
- Seek to improve your skills and knowledge to pursue excellence in every task.
- Do not back away from challenges and do not settle for outcomes that are deemed to be less than excellent.
- Implement strong systems and processes that produce consistently excellent outcomes for safety, environmental, people and financial goals.
- Strive for execution excellence resulting in flawless project start up and successful operations for clients.
- Aim to provide superior value to our company.

### ✓ **We act with honesty and integrity**

It is important to maintain the trust of our clients, our consultants and the community. To do this, we must act with

honesty and integrity at all times. Acting with honesty and integrity helps guide us to make the right decisions. Acting with honesty and integrity is relevant in what we do and in what we must not do (such as choosing to report dishonest conduct).

What you must do:

- Do not use MYDUS's resources for your own benefit and do not allow others to do so.
- Act honestly and report dishonest behaviors.
- Do not seek, accept or offer bribes or financial inducements of any kind and speak out when you see or suspect others engaging in corrupt activity.
- Do not give, seek or accept gifts unless the value of the gift is less than approximately RMB 1,000 and it is seen as a common courtesy associated with general commercial practice. The provision of non-business travel, accommodation and entertainment, including meals is to be considered a gift and therefore covered by the same rule. All gifts or entertainment given or received with a value of greater than RMB 1,000 must be entered into the Gift & Entertainment Register.
- Never structure a transaction to conceal or misrepresent the involvement of a party to a transaction (e.g. to conceal money laundering or the involvement of sanctioned countries, entities or individuals).
- Do not tolerate nepotism at any time and particularly in the selection of staff and/or the people and organizations MYDUS works with.

### ✓ **We act professionally and respectfully**

We are ambassadors for MYDUS. As such, your conduct in the work environment and at work related social functions must be professional and respectful at all times towards our clients, our colleagues, our stakeholders and the community.

What you must do:

- Behave appropriately in the work environment and at work related social functions.
- Be accountable for your own decisions and actions.
- Ensure activities are carried out in a manner which removes or responsibly manages the potential for harm to the environmental and/or the communities in which we work.
- Do not disparage people or spread rumors.

### ✓ **We work as a team**

We want a working environment where everyone is happy to come to work and achieves their full potential. As part of this, we work as a team and encourage and support our colleagues.

What you must do:

- Do not engage in or tolerate bullying, harassment or unlawful discrimination.

- Treat each other with respect and kindness.
- Support each other.
- Speak up when you see others doing the wrong thing.

### ✓ **We comply with laws and our policies and standards**

MYDUS operates in a number of different cities in China. Everyone that works at MYDUS must understand and adhere to their obligations under the relevant laws and regulations in the cities that MYDUS operates.

MYDUS has adopted a series of policies, management standards and operating standards which govern how we do business and help us comply with these laws and policies. When working at MYDUS you must understand and adhere to your obligations under the policies, management standards and operating standards. You must immediately report any breaches of the law or of MYDUS's policies, management standards or operating standards.

### ✓ **We avoid and manage conflicts of interest**

Conflicts of interest can affect MYDUS's ability to maintain its status as a good corporate citizen and cause reputational damage. We strive to avoid and manage actual and potential conflicts of interest and when they arise, we deal with them responsibly.

What you must do:

- Never improperly use and disclose any personal interests you have in a client's or supplier's business to senior management.
- Do not participate in any outside employment which may interfere with your role at MYDUS or draws upon information obtained through working with MYDUS.
- Report actual or potential conflicts of interest to senior management for investigation and resolution.
- Do not engage in favoritisms in the selection of staff and/or the people and organizations we work with.

### ✓ **We protect MYDUS's confidential information and intellectual property**

When working at MYDUS we will be exposed to confidential information as well as and intellectual property owned by MYDUS and our clients and partners. We understand that this information is important and often valuable and as such, we do not misuse or disclose confidential information and/or the intellectual property of others.

What you must do:

- Keep confidential and do not misuse any information obtained through your employment with MYDUS.
- Do not disclose MYDUS's confidential information without ensuring the recipient is bound by a duty of confidentiality.
- Return confidential information obtained through MYDUS at the end of your employment with MYDUS. <The END>