

CODE OF ETHICS & STANDARDS OF BUSINESS CONDUCT

CODE OF ETHICS / 道德准则

The success of SSOE is dependent on the trust and confidence we earn from our employees and clients. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching Company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately, we will be judged on what we do.

SSOE 的成功取决于我们从员工和客户这里赢得的信任和信心。我们信守承诺以获得信任，诚信经营是公司达成业绩目标的唯一途径。这些说起来很容易，然而付诸行动才是真正的证明。最终，我们是因为我们所做出的行为被评判。

When considering any action, it is wise to ask: will this build trust and credibility for SSOE? Will it help create a working environment in which SSOE can succeed over the long term? Is the commitment I am making one I can follow through with? Is it the right thing to do? The only way we will maximize trust and credibility is by answering "yes" to those questions and by working every day to build our trust and credibility.

当我们考虑要采取什么行为的时候，我们要知道：这是否有助于建立 SSOE 的信任和公信力？这是否有助于为 SSOE 的长期成功发展建立一个良好的工作环境？我是否能达到我的承诺？这是否是正确的事情？如果对上述这些问题的回答都是肯定的，同时我们在每日的工作中不断建立信任和公信力，这将使得我们最大程度实现信任和公信力。

We all deserve to work in an environment where we are treated with respect and dignity. SSOE is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success.

我们都应该在一个享有尊重和尊严的环境里工作。SSOE 承诺为大家创造这样的环境，因为这能够充分激发每个人的潜能，而反过来也为公司业务的成功做出直接贡献。

At SSOE, everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit when employees exercise their power to identify mistakes or wrongdoing by asking the right questions at the right times.

在 SSOE，每个人都可以轻松地表达他们的意见，尤其是关于职业道德的方面。各部门经理有责任创造一个开明、支持的环境使得每个员工可以自在地提出各种问题。员工通过行使他们的权力在对的时间问对的问题去甄别错误和不道德的行为，我们都将从中受益。

SSOE will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the Company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith. The Company website and Intranet contain our Ethics HelpLine information for all locations.

SSOE 将对任何上报的有疑义的或存在不道德行为的事例进行调查。一旦有任何不当行为发生，公司将采取必要的措施。任何员工因善意提出关于职业道德规范方面的顾虑，公司不允许任何形式的报复行为。在公司网站和内网上公示了 SSOE 各地区道德服务热线的信息。

STANDARDS OF BUSINESS CONDUCT / 商业行为准则

SSOE Standards of Business Conduct provide the information, the resources, and the tools necessary to pursue relationships with each other and with our customers, suppliers, competitors, government agencies, self-regulatory bodies, the media and others with which we currently have or may come in contact with in the future. Our standards of business conduct further provide that we conduct our business ethically and in compliance with the law.

SSOE 的商业行为准则包含为了和彼此、客户、供应商、竞争者、政府机构、个体经营者、媒体和其他我们正在联系和将来可能联系的人保持良好关系所需要的信息、资源和各种工具。商业行为准则为我们有道德地合规地经营提供了更进一步的指导。

The Standards of Business Conduct govern all actions and working relationships of SSOE's directors, officers and employees with all current and future customers, employees, competitors, government agencies, self-regulatory bodies, the media, or any other party with which SSOE currently have or may have contact with. If you are unsure of the appropriateness of any action, please seek assistance by contacting your department supervisor or human resources representative.

商业行为准则制约我们的行为以及管理 SSOE 的董事、管理人员、员工与现有和未来的客户、员工、竞争者、政府机构、个体经营者、媒体和其他 SSOE 正在联系和将来可能联系的一方的工作关系。如果您不确定采取何种行为比较妥当，请联系您的部门主管或人力资源部门寻求帮助。

The Standards of Business Conduct are designed to deter wrongdoing and promote:

商业行为准则为了预防不正当行为并促进：

1. Honest and ethical conduct, including ethical handling of actual or apparent conflicts of interest between personal and business relationships;
诚实和道德操行，包括正确处理私人和工作关系上实际的或明显的利益冲突；
2. Compliance with applicable laws including Foreign Corrupt Practices Act (FCPA), and other rules and regulations in jurisdictions where we do business and those that govern the business practices of SSOE;
遵守相关法律包括海外反腐败法和其他 SSOE 经营所在地行政辖区范围的相关法规制度以及商业惯例；
3. The prompt internal reporting to the appropriate person of violations of the Standards of Business Conduct; and
发现任何违反商业行为准则的行为应立即向有关人员汇报；以及
4. Accountability for adherence to the Standards of Business Conduct.
有义务遵守商业行为准则。

Further, each of us must have an understanding of the Company policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or SSOE policy, we should seek the advice from the resource expert, HR, in-house legal counsel or managers responsible for monitoring compliance.

我们每个人都需要了解适用于各相关职位的公司政策及其有关法律、法规制度。如果您不确定即将采取的行为是否符合法律或 SSOE 政策时，请向相关专业人员、人力资源、法务或者负责合规方面的经理寻求建议。

All Employees, officers and directors must cooperate in any internal or external investigation of possible violations. Reprisals, threats or retaliation against any person who has in good faith reported a violation or suspected violation of the Standards of Business Conduct, Company policies, or against any person who is assisting in any investigation or process with response to such a violation, is prohibited.

所有员工、管理人员和董事必须配合好内部或外部有关违规可能的调查。禁止任何对诚实举报违规行为或者举报可能发生违反本商业操作准则的行为或任何协助调查的人员进行威胁和打击报复。

The Standards of Business Conduct are not intended to and do not create any rights in any employee, officer, director, customer, supplier, competitor or any other person or entity.

本商业行为准则不是为了在任何员工、管理人员、董事、客户、供货商、竞争者以及其它个人或实体间有意或设置任何权利。

SSOE is committed to continuously reviewing and updating its policies and procedures. As a result the Standards of Business Conduct are subject to modification without notice.

SSOE 将不断审核和更新相关政策和流程视为己任。因此，对于该商业行为准则的修改无需另行通知即可有效。

CORPORATE INTEGRITY / 公司信誉

No SSOE Employee, officer or director shall undertake, approve, require or allow to continue any action that would violate any governmental law, rule, or regulation. Each employee, officer and director is responsible for knowing and complying with all laws, rules and regulations applicable to SSOE's business.

任何 SSOE 员工、管理人员或董事都不得从事、批准、要求或批准继续进行任何违反政府法律、法规或政策的行为。每个员工、管理人员和董事都有责任了解和遵守任何适用于 SSOE 业务开展的相关法律、法规和政策。

1. Each employee is expected to know and comply with the rules applicable in his or her areas of responsibility. If any question arises concerning the applicability of a prevailing law or regulation to a contemplated action, the Chief Executive Officer must be consulted before taking action. Each employee should avoid efforts to circumvent the law either consciously or unconsciously by applying questionable interpretations.

每个员工都应该了解和遵守适用于其工作职责的相关政策。如果不确定将要采取的行动是否符合普遍的法律和法规，请在行动之前咨询首席执行官。每个员工都应该避免利用有疑问的解释去有意或无意地地绕开法律。

2. Each employee has a personal responsibility for cultivating and maintaining SSOE's reputation for integrity by engaging in fair and honest dealings with customers, suppliers, and others that may do business with us.

每个员工都有培养和维护 SSOE 诚信声誉的责任，公平、诚实地对待客户、供应商和其他有业务关系的人。

CONFLICTS OF INTEREST / 利益冲突

All Employees must place the interests of SSOE ahead of their private interests in the performance of their duties. Any outside employment (including self-employment), investment, or other source of income must be secondary and subordinate to employment with SSOE, and must not interfere with the performance of duties as an Employee.

当员工在履行他们的工作职责的时候，都应该将 SSOE 公司的利益置于个人的利益之上。任何公司以外的雇佣（包括自主经营）、投资和其他收入途径对于员工与 SSOE 的雇佣关系来说都是次要的，且不得影响员工个人履行本职工作。

1. Our primary obligation is to our customers. They expect efficient and competent services from all of us. Diminishing your performance by accepting after hours employment reflects on you, your work team, and, ultimately, on the total organization. We, therefore, discourage your acceptance of outside employment no matter what its duration. Complying with this request will keep you from overextending yourself and remove any doubts of conflicts of interest. Should you have a concern regarding this policy, feel free to discuss it with your Department Manager.

我们首要的职责是对客户负责。他们期望我们提供高效、优质的服务。从事本工作以外的工作会削减您的工作业绩，您本人、您所在的团队最终整个组织都将受到影响。因此不论雇佣时间的长短，我们都不允许您接受本工作以外的雇佣。遵从这个要求将使您免于承担过多的工作压力以及消除任何关于利益冲突的顾虑。如果您对本政策有任何疑问，请与您的部门经理坦诚沟通。

2. An employee may not accept gifts or contributions that are in any way related to SSOE's business. Cash may not be accepted in any amount. Employees may not accept lavish entertainment, but may accept common courtesies normally associated with ethical business practices.

员工不得接受涉及 SSOE 经营有关的礼物或赠予。不得接受任何数量的现金。员工不得接受任何铺张的款待，但允许接受符合商业惯例的一般礼节。

3. No employee or immediate family member may hold a significant financial interest in a competitor, customer, or supplier of SSOE unless that interest is disclosed to the Chief Executive Officer. No employee may engage in any business activity as a director, officer, employee, or agent on behalf of a competitor, customer, or supplier of SSOE.

任何员工或其直系亲属都不应在 SSOE 的竞争者、客户或供应商处享有重大的经济利益，除非该情况已经让首席执行官知晓。任何员工都不得以董事、管理人员、员工或代理的身份代表 SSOE 的竞争者、客户或供应商参与经营任何商业活动。

4. As an employee, officer or director of SSOE you have an obligation to advance the Company's interests when the opportunity to do so arises, and you may not take personal advantage of a business opportunity that might be of interest to SSOE. If you discover or are presented with a business opportunity through the use of SSOE's property or information or because of your position with SSOE that is in SSOE's line of business, you should present the opportunity to SSOE. No employee, officer or director may use SSOE property information or his or her position with SSOE for personal gain.
作为 SSOE 的一名员工、管理人员或董事，您有责任在有商业机会的情况下促成公司的利益，您不应该从本可能是 SSOE 的商业机会谋取私利。如果您通过使用 SSOE 的财产或信息资源，或者因为您在 SSOE 所处工作岗位的原因发现或者被告知有任何业务机会都应该将该业务信息告知 SSOE。任何员工、管理人员或董事都不得利用 SSOE 的产权知识或他/她在 SSOE 的职位之便谋取任何私利。
5. No employee may use any Company assets (including funds, facilities, telephones/equipment, know-how, or personnel) for other business or personal endeavors.
任何员工不得将公司资产（包括资金、设施、电话/设备、专有技术或者人员）用于其它商业或个人用途。
6. All employees, officers and directors are required to comply with all laws related to employment matters, including but not limited to, civil rights laws, the Americans with Disabilities Act, the Family Medical Leave Act, the Immigration and Control Act, the Uniformed Services Employment and Reemployment Rights Act of 1994, as Amended, laws prohibiting harassment, wage and hour laws and environmental and safety laws.
所有员工、管理人员和董事都须遵守所有相关劳动雇佣的法律，包括但不限于民权法、美国残疾人法案、家庭医疗休假法、移民和控制法案、1994 年颁布的统一服务就业再就业权利法案，经修订的关于禁止骚扰的法律，工资和工作小时的法律以及环境和安全的法律。
7. No employee may engage in personal misconduct that adversely affects business relationships, employee relationships or the goodwill and reputation of SSOE.
员工不得因个人的不当行为损害商业关系、员工关系或 SSOE 的商誉和行业声誉。

SOCIAL NETWORKING AND MEDIA POLICY / 社交网络和媒体政策

Employees who engage in social or business networking are responsible for their online and electronic actions and statements. An individual's online or digital presence can reflect upon the Company and our clients, partners, projects and employees. Everyone is expected to use professional judgment when posting or transmitting commentary, status updates, images and any other information.

员工参与社交或商业网络都要遵守其相关的在线和电子的行为和声明。个人的在线或数字活动都会影响到公司、客户、合作伙伴、项目和员工。每个人在发布或转发评论、状态更新、使用图片和其他信息的时候需要有专业判断。

An employee's online and digital activity must comply with SSOE's policies regarding trade secrets, confidentiality, use of electronic resources, harassment, discrimination and standards of business conduct. An employee's compliance is not limited to activity conducted during business hours or using the Company's electronic systems. Employees are prohibited from posting anything in the name of SSOE without prior written consent. This also applies to the use of any SSOE photographs, including those of SSOE staff. 员工的在线和数字活动都须遵守 SSOE 关于商业秘密、保密条款、电子资源的使用、骚扰、歧视和商业行为准则的各种政策。员工不仅限于在工作时间或使用公司电子资源的活动中需要遵守这些政策。如无事前书面同意，严格禁止使用 SSOE 之名发布任何信息，或使用任何与 SSOE 有关的照片包括 SSOE 内部职员照片。

Employees need to exercise caution and carefully consider reference to SSOE, clients, partners, projects or employees in non-business related circumstances and communications and should consult with their manager if there is any uncertainty. Under SSOE's Electronic Information Systems policy, many social or networking websites are automatically blocked by web filtering technology. Requests for access to a specific site for a business purpose should be directed through the employee's department manager and the C&IS department. The absence of, or lack of explicit reference to, a specific site or activity does not limit the scope of this policy.

凡涉及到 SSOE、客户、合作伙伴、项目或员工在非工作场合的情况和沟通，员工需要谨慎小心对待，如果有任何不确定请务必咨询您的经理。根据 SSOE 电子信息系统政策，许多社交媒体或社交网站被系统自动过滤。因为业务原因需要开通某些特定网站权限的，需要经过本部门经理和信息系统管理部门的批准。没有或者缺乏明确说明需要进入某特定网站或进行特定的活动不在该政策的限制范围之内。

SSOE is a high-profile company in the communities and countries in which we operate, and from time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the Company, we should direct all media inquiries to Corporate Marketing when feasible. The SSOE Crisis Communication Plan, which may be found on the SSOE Intranet, may serve as a guide to prepare and assist us with difficult and unexpected global business challenges.

SSOE 在我们所经营范围的地区和国家享有很高的知名度，员工可能不时地会和记者或者其他媒体成员接洽。为了确保我们统一口径并提供准确的公司信息，我们应当在可能的情况下将所有的媒体咨询交由总部的市场部门处理。您可以在 SSOE 公司内网查找到 SSOE 危机通信计划，这被视为行为指南，帮助我们准备和应对困难和意料之外的全球经济挑战。

BRIBERY / 贿赂

All employees must avoid any activity that could be construed to be a bribe, kickback, or payoff in compliance with the Foreign Corrupt Practices Act (FCPA) and other applicable laws, rules and regulations in jurisdictions where we do business.

所有员工都必须遵守海外反贿赂法和其它在我们业务经营所处行政辖区的相关法律法规，避免任何会被认为是贿赂、收取回扣或收受酬劳的行为。

1. Payments or gifts to another business concern, to an agent or employee of another business concern or of any governmental entity, or to a political party or candidate for political office, to obtain or retain business for SSOE or to receive favorable or preferential treatment are strictly prohibited by law.

为了 SSOE 获得或保留业务而支付或送礼给其它企业、代理、其它企业员工、任何政治实体、政治派别、政府部门候选人的行为；或者收取有利或优惠待遇是被法律严厉禁止的。

- a. Gifts and entertainment may be given to representatives of customers or potential customers only if:
 - 仅在下列情况下方可给与潜在客户或潜在客户代表礼物或娱乐款待:
 - b. they are of sufficiently limited value and in a form (other than cash) that will not be construed as a bribe or payoff;
 - 所给予的物品价值很小且不会被认为是贿赂或给予报酬的形式（非现金）；
 - c. they are consistent with accepted ethical customs and practices;
 - 所给予的符合道德风俗和商务惯例；
 - d. public disclosures of the facts would not embarrass SSOE.
 - 信息公开披露不会使 SSOE 难堪。
2. Secret commissions, discounts, compensation, or other payments to employees or agents of customers are prohibited.
 - 禁止私下佣金、折扣、报酬或支付其它款项给客户公司员工或代理。
 3. Fee arrangements shall be made only with persons or firms serving as bona fide agents or sales representatives. Payments must be reasonable and customary in relationship to the services rendered and must be properly reflected on the Company's books and records.
 - 相关费用只能是支付与有实际业务往来的销售代表或业务（代理）公司。款项金额必须是合理的符合所提供服务的通常惯例，同时必须恰当地反映在公司账目和记录里。

CORPORATE RECORDS / 公司记录

Employees should ensure that the books and records of SSOE accurately and completely reflect all transactions.

员工应该确保 SSOE 的账目和财务记录准确地、完整地反映所有的操作（行为）

1. Books and records must be maintained at all times in accordance with the accounting principles and internal control procedures that the Company has adopted. No false or artificial entry may be made, and no employee may engage in any arrangement that results in such an entry.
 - 任何时候维护公司账户和财务记录符合会计准则和公司制定的内控程序。不允许有任何错误或虚假的录入，员工不得从事于任何导致这样记录的（活动）安排。
2. No payment on behalf of SSOE may be made with the intention or understanding that part or all of such payment will be used for any purpose other than as described in the documents supporting it.
 - 任何以 SSOE 名义支付的款项都必须有文件记录支持支付的目的，除此以外，任何有企图地或了解款项的部分或全部用于其它目的的付款是不被允许的。
3. No undisclosed or unrecorded fund or asset of SSOE may be established for any purpose.
 - 不得以任何目的建立隐蔽的或未记账的 SSOE 的资金或资产。

4. Unethical or illegal behavior can significantly affect the reputation and success of SSOE. If you know of or suspect a violation of applicable laws or regulations, the Standards of Business Conduct, or any other SSOE policy you must report such activity immediately to the Chief Executive Officer. All reported violations will be promptly investigated. No one will be subject to retaliation because of a good faith report of suspected misconduct.

不道德或违法行为都将严重地影响 SSOE 的声誉和成就。如果您得知或怀疑有任何违反应用法律法规、商业行为准则或其它 SSOE 政策的行为，您必须立即向首席执行官汇报该情况。任何上报的违规行为都会被立即调查。任何人不应因为诚实报告了可疑的不当行为而遭受打击报复。

5. Documents and records are to be retained consistent with SSOE's document retention policy and as required by law. Any documents and/or records relating to any lawsuit, legal proceeding or governmental investigation or action involving SSOE shall not be destroyed. Records include paper documents, CDs, computer hard drives, e-mail, floppy disks, microfiche, microfilm or any other media.

文件和记录须依照 SSOE 相关文件保存政策和相关法律要求进行存留。任何诉讼、法律程序相关或政府调查或涉及到 SSOE 行为的法律文件/或记录不得被销毁。记录（形式）包含纸质文件、CD、电脑硬盘、电子邮件、光盘、显微胶片及其他任何媒体。

RESPONDING TO GOVERNMENT INQUIRIES OR INVESTIGATIONS / 回应政府调查

If you receive a written or oral inquiry or investigative request from a federal, state or local government agency, you should immediately direct that inquiry or request to SSOE's Chief Financial Officer (CFO). 如果您收到来自联邦政府、州政府或当地政府机构任何书面或口头询问或调查请求，您必须立即将该询问或请求交由 SSOE 的首席财务官直接处理。

POLITICAL ACTIVITY / 政治活动

SSOE encourages its employees to participate in the political process. However, personal political activities must be conducted separately from SSOE's business activity.

SSOE 鼓励员工参与政治进程。尽管如此，任何个人相关的政治活动必须和 SSOE 的商业活动划清界限。

CONFIDENTIAL INFORMATION / 机密信息

Employees must preserve the confidentiality of information obtained in the course of doing SSOE business.

员工必须对在 SSOE 的商业活动过程中获得的信息保密

1. All business information pertaining to SSOE's fees, earnings, financial condition, major contracts, and acquisitions or mergers must be kept confidential unless and until such information is fully disclosed to the public.
除非信息已公之于众，所有包含 SSOE 费用、收入、财务情况、主要合同及并购的商业信息都不得被泄露。

2. All information pertaining to SSOE's customers and suppliers obtained in the course of business must be kept confidential and not disclosed to competitors or to other customers and suppliers.

不得泄露在商务往来中获得的任何与 SSOE 客户、供应商相关的信息，不得将该信息透露给竞争者或其它客户或供应商。

3. SSOE and its customer's trade secrets and technical know-how are among its most valuable assets. Each employee should maintain the confidentiality of this information and not disclose it at any time to competitors, customers, or suppliers of SSOE except as may be required in the ordinary course of the employee's duties on behalf of the Company.

SSOE 与其客户的商业机密和所掌握的技术知识是其最宝贵的资产之一。任何一个员工都应该保守住该信息机密，在任何时候不得向 SSOE 的竞争者、客户或供应商透露信息，除了在其正常工作职责范围内被要求以公司的名义提供信息。

Personal information related to non-employee individuals is maintained by SSOE as confidential information. Similarly, information relating to individuals employed by SSOE is relevant to and available only to SSOE Human Resources or to SSOE managers involved in administrative and/or project management. Accessing personal information unrelated to assigned SSOE responsibilities is strictly prohibited. If, in the course of SSOE work, you have access to personal information, it must be kept confidential and not disclosed to or discussed with anyone, inside or outside SSOE, unless you are specifically authorized by senior management to disclose or discuss the information. Inappropriate use or disclosure of this confidential information may be subject to disciplinary action up to and including immediate termination or removal. Each employee is responsible for preserving the confidentiality of a variety of information that, if released, may lose its value or hurt SSOE's competitive position. This includes business and financial information, customer account information, marketing plans, cost data and personnel information.

与非员工个人相关的私人信息属于 SSOE 的机密信息。同样地，任何雇员个人信息仅对 SSOE 人力资源部门或其管理和/或项目管理相关的经理开放权限。任何与在 SSOE 工作职责不相关的个人信息是严格被禁止查看的。如果，在 SSOE 工作的过程中，您有权限查看员工个人信息，您必须保守信息机密且不得向任何 SSOE 内外的人透露或者讨论，除了您被管理层特批准予透露或讨论该信息。不恰当地使用或者披露该机密信息将被处于纪律处分包括立即解除劳动关系或免职。所有员工均负有义务保守各类信息机密，一旦泄露必将导致其价值的损失或伤害 SSOE 竞争地位。这包括商业及财务信息，客户信息，市场计划，成本数据及个人信息等。

4. SSOE is dedicated to ethical, fair and vigorous competition. We will sell SSOE services based on their merit, qualifications, and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate activities in collusion with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for SSOE or the sale of its services, nor will we engage in unlawful boycotts of particular clients or vendors.

SSOE 置身于规范的、公平的和激烈的竞争。我们基于服务优势、符合资质要求和有竞争力的报价为我们的客户提供服务。我们会做独立的报价和营销决策，不会与竞争者勾结从事任何不恰当的合作和协调活动。我们不会提出或招揽与 SSOE 产品或服务采购相关的不当的付款或酬金，也不会参与任何对特定客户或供应商进行非法的抵制行为。

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

尊重他人的产权对我们来说很重要。我们不会获取或通过不正当途径获取竞争者的商业秘密或其它产权信息。我们不会参与任何未经授权地使用、复制、传播或软件修改或其它知识产权的行为。

SECURITY AGREEMENT / 保密协议

Because of the proprietary nature of much of our work, our customers require that information relative to the planning, design, and supervision of their projects be dealt with discreetly. Therefore, customer information of any kind should not be discussed outside the office, nor should it be discussed with other customers. Written consent from the customer must be obtained before publishing any articles or technical reports involving a project. It is also necessary to obtain authorization from your Department Manager to remove any design notes, prints, or tracings from the office. We further ask that you keep drawings, prints, notes, and other confidential information out of view when not in use. Your continuing attention to this sensitive matter will be appreciated. All employees are required to sign a secrecy agreement as a condition of employment. This agreement is in force during your employment and remains in force subsequent to your termination of employment.

因为我们大部分工作所有权的特点，我们的客户要求我们必须谨慎处理与其计划、设计和他们项目管理相关的信息。因此，我们不得在非工作场合或与其他客户讨论任何客户相关的信息。必须在得到客户的书面同意后才能发表任何项目相关的文章或技术报告。同时，您有必要得到您部门经理的同意才能从办公区域取走任何设计记录、打印文件或图纸。我们也将进一步要求您保留图纸、打印文件、笔记和其它在监视范围之外未被使用的机密信息。我们感激您对该敏感事务保持持续关注。所有员工都被要求签署保密协议，这是雇佣条件的一部分。在您被雇佣期间该协议有效，在您与公司解除劳动关系之前都保持有效。

ACCOUNTABILITY / 责任

SSOE intends to use every reasonable effort to prevent the occurrence of conduct not in compliance with the Code of Ethics and the Standards of Business Conduct and to halt any such conduct that may occur as soon as reasonably possible after its discovery. Subject to applicable laws and agreements, SSOE employees, officers and directors who violate the Code of Ethics and the Standards of Business Conduct and other SSOE policies and procedures may be subject to disciplinary action up to and including immediate termination or removal.

SSOE 希望通过采取每个合理的努力避免不符合道德规范和商业行为准则的行为发生，并在这类行为发生时尽快阻止。根据适用的法律和协定，违反道德规范和商业行为准则和其他 SSOE 政策和程序的 SSOE 员工、管理人员和董事都将被处于纪律处分，包括直接解除劳动关系或免职。