



Century 3 Corporate Intellectual Property Protection Policy

生特瑞知识产权保护政策

Century 3 respects the intellectual property rights of others, and we honor the obligations we commit in our agreements with clients regarding intellectual property protection. We take all measures to safe guard clients' intellectual property and business information. It is in our best interest to protect clients' intellectual property, and it is our only means to be existing and successful. Intellectual property (IP) is intangible proprietary information which may include but not limited to processes, formula, ingredients, materials, energy data, business plans, symbols, names, logos, images and designs. Century 3 IP Protection Management Committee is chaired by President of Century 3, and comprised of the following members: HR Manager, Legal Councilor, IT Manager, Director of Engineering, Director of Business Units and Director of EHS. The Committee is responsible for administration of relevant IP protection agreement we signed with clients and management of any potential IP risks to minimum.

生特瑞一贯致力于保护各方的知识产权，高度重视并履行所签署协议中的知识产权保护职责。我们将采取一切方式严格保护客户的知识产权及商业信息，这不仅符合生特瑞的利益，亦是生特瑞的生存及成功之道。知识产权是无形的专利信息，包括但不限于工艺流程、方程式、配方、原料、能源数据、商业计划、符号、名称、商标、图像及设计。生特瑞知识产权管理委员会由生特瑞总裁任总负责人，由人力资源部经理、法务顾问、信息技术经理、设计部总监、各事业部总监、EHS总监担任成员。委员会负责与客户签订知识产权保护协议，确保使侵权风险降到最低。

Century 3' s measures are:

生特瑞将采取以下措施：

- Employee on board program, including signing all necessary paper work and training on IP protection.
- Reviewing and endorsing the specific agreement by each individual who have access to the project information.
- Training on general company policy and requirement on IP protection for all employees before starting the project, and periodic training during the project.
- Physical isolation measures, i.e., task force office, depending on clients' specific requirement.
- Appropriate IT measures, including but not limited to door lock and entrance/exit record, security camera, computer network control, computer communication port control, server control, software control, printer/copier control, depending on specific clients' requirement.
- Classifying, labeling and storing information properly in accordance to client requirement, and controlling access on needed basis.
- Cleaning desk on daily basis, proper filing of hard and soft copy files.
- Information exchange with outside parties on the condition of signing non-disclosure agreement by the receiving party with client approved content only.
- Exit interview with employees leaving the company, reviewing any obligations and signing necessary papers.
- Actively pursuing any cases of leaking and compromising, whether it is related to current employees or former employees.
- 员工到岗手续，包括签署所有相关文件，培训知识产权保护意识。
- 所有接触项目信息的个人，需审阅并签署特定的书面协议。
- 项目启动前及项目进行中定期对所有员工进行公司政策、知识产权保护的培训。
- 根据客户要求采取物理隔离，如设立特别工作间。
- 根据客户要求采取适当的计算机监控手段，包括但不限于使用门锁、进出记录、监控录像、计算机网络管控、计算机通信端口管制、服务器管控、软件管控、打印/复印机管控。
- 根据客户要求，妥善分类、标记并储存信息，并严控信息接触渠道。
- 每日整理桌面，对纸质及电子文档进行妥善归档。
- 仅在信息接收方签署经客户认可的保密协议的基础上，方可与第三方进行信息交换。
- 与离职员工进行离职谈话，明确其离职后的保密职责，并签署相关文件。
- 任何形式的信息泄露，无论是在职员工或离职员工都将被追究责任。