

奇瑞捷豹路虎政策程序文件：
禁止疏通费政策
Chery Jaguar Land Rover Procedure for
No Facilitation Payment Policy



部门 Department 业务办公室 **Business Office** 发行部门 Issuing Dept. 业务办公室 **Business Office**
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禁止疏通费政策

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1. 目的

CJLR 在进行一切商业活动时都保持最高标准的商业道德、个人诚信和合规标准，并避免一切腐败、非法、欺瞒或欺骗性的商业活动。CJLR 从不提供或允诺提供任何好处、钱款、不适宜的礼品或其他任何有价值的物品来获得和维持业务，或确保任何不正当的商业优势。此外，我们不允许任何代理机构、代表或业务伙伴代表 CJLR 做出此类举动或允诺。本程序文件旨在阐明，CJLR 依照这些原则禁止支付一切形式的疏通费。

1. Objective/Purpose

CJLR maintains the highest levels of business ethics, personal integrity and compliance standard across our business, and avoids all corrupt, illegal, dishonest or deceptive business practices. CJLR never provides or offers, or promises to offer any payments, favours, inappropriate gifts or anything of value in order to obtain or retain business or to secure any improper advantage. In addition, CJLR never allows an agent, representative or business partner to make these types of payments or promises on our behalf. The purpose of this Procedure is to make clear that in keeping with those principles, Facilitation Payment is prohibited in CJLR.

2. 适用范围

本程序文件适用于所有 CJLR 实体，包括奇瑞捷豹路虎汽车有限公司、奇瑞捷豹路虎汽车销售有限公司、奇瑞捷豹路虎汽车有限公司上海分公司及其他后续可能成立的子公司、分公司。

2. Applicability

This Procedure is applicable to all CJLR entities, including Chery Jaguar Land Rover Automotive Co., Ltd., Chery Jaguar Land Rover Automotive Sales Co., Ltd., Shanghai Branch of Chery Jaguar Land Rover Automotive Co., Ltd. and all the subsequent subsidiary and branch.

3. 定义/术语

3.1 疏通费：为了加速或确保政府执行例行活动或职能而向政府官员、政党或党派人员支付款项，有时也被称作“加速费”或“润滑费”。例如，向底层政府职员支付款项以便加速已预先确定结果的行政程序。

3. Definition/Glossary

3.1 Facilitation Payment: Payments to a government official, political party or party official, the purpose of which is to expedite or secure the performance or result of a routine governmental action or function. It is sometimes referred to as "Expediting Payment" or "Grease Payment". For example, payments to lower level government employees to speed up an administrative process where the outcome has already been pre-determined.

4. 管理内容描述/规则

4.1 CJLR 的员工禁止支付任何形式的疏通费，除非有迹象表明，若不支付相关款项会对员工的健康、生命和自由造成危险。

4. Management Narrative/Rules

4.1 All types of Facilitation Payment are prohibited. However, it is recognized that there may be circumstances in which individuals are left with no alternative but to make payments in order to protect against potential loss of life or liberty. If faced with an imminent threat and you genuinely believe that your health, safety, freedom or physical well-being is at risk if a payment is not immediately made, do not put yourself in jeopardy.

若遇到此类情况员工应立即通知所在部门和合规办公室。合规办公室会根据员工描述的情况进行评估并提出应对措施。

Employee should immediately report to Compliance Office if aforementioned situation has occurred. Compliance Office will assess the situation and provide corresponding solution.

4.2 CJLR 禁止 CJLR 的代理机构、代表及业务伙伴以 CJLR 的名义支付任何形式的疏通费。

4.2 CJLR prohibits any type of Facilitation Payment made by CJLR's agents, representatives or business partners on our behalf.

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5. 参考文件

5. Related References

不适用

N/A

6. 附件

6. Appendices

不适用

N/A

7. 修订历史

7. Revision History

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