

Dear factory manager and supplier representative,

As part of Qualspec's commitment to keep our team free of corruption, we ask all suppliers & factories to keep any proof of corruption as evidence and report any corruption to qualspec@qualspec.com.au. The following conduct is considered as acts of corruption and they will not be tolerated.

- (a) To accept an offer or reward of cheaper goods, gifts, money or shopping vouchers
- (b) To accept an offer or reward of entertainment
- (c) To accept an offer or reward of free accommodation while still applying for an hotel allowance
- (d) To have a business relationship with an agent, supplier or factory for a personal reason
- (e) To leak confidential information of one supplier to another

Please confirm that you have read and understand the above statement by signing your name below. We appreciate your support in keeping the Qualspec team clean.

尊敬的工厂经理和供应商代表：

由于打消腐败是我们 Qualspec 的承诺，我们请求所有的供应商和工厂保留任何关于腐败的证明以及报告腐败行为到 qualspec@qualspec.com.au。以下行为可被认为是腐败行为并且将不可容忍。

- (a) 接受商品(無論金額大小)，礼物，金钱还有购物券
- (b) 接受娱乐款待。
- (c) 接受免费的膳宿还向公司申请住宿补贴。
- (d) 以个人名义和代理商、供应商或工厂建立业务关系
- (e) 对供应商泄露另一个供应商的机密资料

请确认你已经阅读并理解以上声明并在下面签名.非常感谢你们支持 Qualspec 团队的清廉。

Anti- Corruption

Factory/supplier's person in charge: _____

Signature: _____ Date: _____

Inspector or Auditor's name & Signature:

Note to Inspector/auditor: Please have this letter read and signed by factory at start of inspection/ audit, a copy of this letter is to be left at factory and your copy will fax or take a photo and attached with the report and send to office.