

# 歌尔商业行为准则

## Goertek Code of Business Conduct

### 公司商业行为遵循的基本原则 / Core Principles of Business Conduct

公司所有商业行为应遵守运营

All business activities must comply with applicable laws and regulations in the regions where we operate, ensuring that all business is conducted in a professional and ethical manner. We have established this Code of Business Conduct to prevent fraud, strengthen corporate governance and internal controls, and ensure the health and sustainable development of the company.

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### 适用范围 / Scope of Application

本准则的适用范围为歌尔股份有限公司及子公司的所有员工（包括兼职员工和合同工，如有）；同时倡议与歌尔股份发生业务往来的单位及人员遵守本准则。

This Code applies to all employees (including part-time and contract workers, if any) of Goertek Inc. and its subsidiaries. It is also recommended that stakeholders who have business dealings with Goertek comply with this Code.

### 1、基本准则 / Basic Principles

本公司对任何形式的贿赂和腐败行为持零容忍态度。公司员工及其代表不得直接或间接地向任何第三方（包括政府官员、客户、合作伙伴等）提供、承诺、要求或接受任何形式的不当利益（包括金钱、礼品、招待、好处或其他利益），以谋求或维持业务利益。

Our company has a zero tolerance attitude towards any form of bribery and corrupt behavior. Employees and their representatives of the company must not directly or indirectly provide, promise, request or accept any form of improper benefits (including money, gifts, hospitality, favors or other benefits) in order to seek or maintain business interests.

贿赂和腐败的行为包括但不限于以下几类：

- |                  |             |
|------------------|-------------|
| 商业贿赂（如回扣、礼品、招待等） |             |
| 利用职务便利侵占公司财物     | 挪用公司财物      |
| 盗窃公司财物           | 虚构支付款项      |
| 虚假报销             | 伪造相关会计、支付凭证 |
| 侵犯商业秘密           | 非合理的商业款待与馈赠 |
| 内幕交易             | 侵犯他人隐私获取利益  |
| 其他侵害公司利益各类舞弊行为   |             |

Bribery and corrupt practices include but are not limited to the following categories:

- Commercial bribery (such as kickbacks, gifts, hospitality, etc.)
- Taking company assets advantage of one's position to embezzle
- Theft of company property
- False reimbursement
- Infringement of trade secrets
- Insider trading

Internal employees engage in commercial interest transfer with relatives, friends, etc  
 Embezzlement of company assets  
 Fictitious payment amount  
 Falsifying relevant accounting and payment vouchers  
 Unreasonable business hospitality and gifts  
 Infringement of others' privacy to gain benefits  
 Other fraudulent activities that infringe upon the interests of the company

## 2、主要工作推动及监督部门 / Main Work Promotion and Supervision Departments

公司设立文化道德委员会，委员会主席由董事长担任，成员包括公司高级管理人员，各相关部门负责人及文化专员等。

The company has established a Cultural and Ethical Committee, with the chairman of the Board serving as the committee director. The members include senior managers of the Company, heads of all relevant departments, and cultural specialists.

文化道德委员会办公室作为推动部门，负责监督并指导文化道德建设工作，包括文化道德培训宣导、员工沟通及氛围改善、监督监察等。

The Office of the Cultural and Ethical Committee serves as the promoting department, responsible for monitoring and guiding the work related to cultural and ethical construction, including training and publicity on cultures and ethics, employee communication and atmosphere improvement, and regulation and supervision.

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制定完备调查方案，对案件资料的真实和完整性、案件结果的公正和合规性负责；同时接受来自董事会、审计委员会的监督。

The Audit Department serves as the permanent institution for investigation and complaint and its work process complies with the Audit Work Management System, it is responsible for

authenticity and completeness of case materials, as well as the fairness and compliance of case results. It also accepts supervision from the board of directors and the audit committee.

## 3、反贿赂和腐败沟通 / Anti-bribery and corruption communication

公司每年向全体员工宣导并组织签署《诚信廉洁承诺书》，承诺在与各相关方的商业往来中，秉持公平、公正的原则，确保不因职务之便损害各方的利益。针对高风险部门举办反腐倡廉宣讲会，重申反腐政策，进一步提升高风险人群的廉洁从业意识。

The company promotes and organizes the signing of the Integrity Commitment Letter to all employees every year, promising to uphold the principles of fairness and impartiality in business dealings with all relevant parties, and ensure that the interests of all parties are not harmed by their positions. Anti-corruption training meetings are held for high-risk departments to reiterate the anti-corruption Policy, further enhancing the integrity awareness of high-risk personnel.

## 4、举报受理、调查和报告 / Complaint Acceptance, Investigation, and Reporting

4.1 举报投诉原则：可实名或匿名方式进行投诉，鼓励实名投诉；禁止恶意中伤、造谣或诽谤。

4.1 Complaint: Complaints can be made either under one's real name or anonymously. Real-name complaints are encouraged. Malicious defamation, rumor-mongering, or slander are prohibited.

4.2 举报渠道：(1) 至审计稽核办公室当面反馈；(2) 投诉邮箱：tojus@goertek.com；(3) 投诉接收电话：+86-0536-3050999；(4) 信件邮寄：中国山东省潍坊市高新技术开发区东方路 268 号审计稽核部（收）；(5) 二维码：见公司官网首页。

如各业务部门设置员工意见收集渠道均需至审计稽核部备案，如收到投诉事件，应报告至文化道德委员会办公室或审计稽核部。

4.2 Create Complaint Channels: (1) Complaint website: <http://www.goertek.com>; (2) Complaint email address: [hr@goertek.com](mailto:hr@goertek.com); (3) Complaint phone number: +86-0536-3050999; (4) Mail address: Audit Department, No.268 Dongfang Road, High-tech Industrial Development District, Weifang, Shandong Province, China; (5) QR Code: available on the Company's official website homepage.

If each business department sets up channels for collecting employee suggestions/feedback, they must be registered with the Audit Department. If a complaint is received, it should be reported to the Office of the Cultural and Ethical Committee or the Audit Department.

4.3 举报投诉资料管理：审计稽核部组织将相关资料整理齐全，将电子版、纸质版文档进行统一存档，并能够用于审计委员会的检查。

4.3 Management of Complaint Materials: The Audit Department should organize and file the relevant materials, including electronic and paper versions, for uniform archiving and use for inspection by the audit committee.

4.4 事件调查与报告：在接收到举报投诉事件后，调查组应对事件的具体情况进行梳理分析，识别重点，客观、简洁、完整、有建设性、及时、分发范围准确。视事件严重程度，由不同层级部门负责人进行签发并汇报公司领导层。

4.4 Event Investigation and Reporting: After receiving a complaint, the investigation team should analyze the specific circumstances of the event, identify key points, formulate an audit investigation plan, and conduct an independent and objective investigation. The final investigation report should be based on facts, accurate, objective, concise, complete, constructive, timely, and accurately distributed. Depending on the severity of the event, it will be signed off by different levels of department heads and reported to the company's leadership.

## 5、处罚 / Penalties

上根据影响范围进行通报公示。

For this account, we regard the responsibility of the event as the four major types of accountability measures that will be taken based on the severity of the event. In accordance with the company's regulations, the investigation team will take appropriate measures.

## 6、身份保护 / Identity Protection

公司严格执行举报事项保密制度，对举报人个人信息及其提供的举报资料严格保密，严禁任何人对举报人身份信息进行泄露。调查组在调查过程中，应严格保护举报人身份，包括调查过程、调查内容等，严禁调查组成员违规使用举报信息。

information of the complainant and the materials provided in the complaint. It prohibits any form of measures to protect the complainant, including reporting on against the complainant and address concealing the complainant's name, contact information, and other private information. Members of the investigation team are strictly prohibited from using complaint information in violation of regulations.

## 7、内控与审计机制 / Internal Control and Audit Mechanism

公司已建立业务、内控、审计三道防线机制，保证公司合法合规、高效经营、资产安全。

公司围绕流程符合性、合规性、风险管理等方面展开商业道德审计，重点关注子公司、供应链、生产制造方面在商业道德表现。对所有运营场所、业务单位和子公司开展至少每三年一次商业道德相关内容审计工作。在商业道德审查过程中，我们关注商业行为的合规性，深入挖掘潜在的管理问题和风险，并针对发现

的问题制定改善措施。公司审查机制的执行部门将向董事会和管理层汇报审计结果及纠正措施，确保监督独立性，并将发现的问题进行汇总，公开、透明地处理相关问题并通过会议、内部邮件等渠道向员工进行公示。

The Company has established a three-line-of-defense mechanism (business operations, internal control, and audit) to ensure legal compliance, operational efficiency, and asset security.

Commercial ethics audits are conducted for risks of non-compliance with regulatory governance and risk management, with particular attention given to subsidiaries, supply chains, and manufacturing operations regarding ethical performance. The Company conducts commercial ethics-related audits for all operations, business units, and subsidiaries at least once every three years. During audits, the compliance of business conduct is scrutinized, potential management issues and risks are thoroughly investigated, and corrective actions are developed for identified problems. The executive department of the audit mechanism reports findings and remediation measures to the Board of Directors and senior management to ensure that they are promptly addressed, and the results are disclosed transparently, and communicated to employees through meetings, internal emails, and other channels.

## 8、风险管理机制/ Risk Management Mechanism

公司已制定《风险管理手册》《风险三要素识别及管理流程》《风控目标设定及变更流程》《风控例行检查流程》《风控抽检流程》《风控专项改善流程》等内部制度，依据上述制度流程开展对商业贿赂与腐败的风险识别与评估。其中，公司针对重大风险进行集中管理和优先处理，提前规划并实施风险缓解与应对措施；并根据业务变更、法律更新或相关方的反馈，及时修订政策和控制措施。

The Company has formulated internal policies including the *Risk Management Handbook*, *Identification and Management Process of Three Risk Elements*, *Process of Setting and Changing Risk Control Goals*, *Risk Control Sampling Process*, *Improvement Process of Risk Control*. In accordance with these policies, the Company conducts at least an annual risk assessment for bribery and corruption. Key risks are centrally managed and prioritized, with mitigation and response measures planned and implemented proactively. Policies and control measures are promptly updated in response to business changes, legal revisions, or other relevant information.