

中 电 科 柯 林 斯 航 空 电 子 有 限 公 司
Rockwell Collins CETC Avionics Co.,Ltd

Employee Handbook

员工手册

Rockwell Collins CETC Avionics Co., Ltd

中电科柯林斯航空电子有限公司

V1.1

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Welcome 欢迎辞

Welcome to Rockwell Collins CETC Avionics!

欢迎加入中电科柯林斯航空电子！

The employee handbook helps you to familiarize with the new work environment and integrate into Rockwell Collins family as soon as possible.

本员工手册旨在帮助您熟悉新的工作环境，尽快融入我们的大家庭。

We will introduce you to the company's organizational structure, policies, vision, values, standards of business conduct and other related information and act as a guide for understanding the organization and achieving personal career development.

我们将向您介绍公司组织架构、政策、愿景、价值观、及行为准则等相关信息，指导您了解公司并取得个人的职业发展。

Wish you all the success with Rockwell Collins CETC Avionics!

祝您在中电科柯林斯航空电子事业有成！

Use of Employee Handbook 员工手册的使用

1. Application of Employee Handbook 员工手册的适用范围

The Employee Handbook is applicable to all full-time employees in Rockwell Collins CETC Avionics Co., LTD (hereinafter called "the Company"), including loan-out employees of the company.

本员工手册适用于中电科柯林斯航空电子有限公司（以下简称“公司”）的所有全日制员工，包含借调人员。

The Employee Handbook provides you with the information about the Company, our vision and value, the general company rules and offers, etc. It is aimed at helping you gain a better understanding of the Company's philosophy and practices.

本员工手册为您提供了有关本公司的介绍、公司愿景、价值观、公司整体规章制度以及福利等相关信息，旨在帮助您更好地了解公司的理念和操作实践。

Every employee receives a softcopy of the Employee Handbook in both English & Chinese languages. Both languages have same application as well as equal authority. In case of any inconsistency, the Chinese version shall govern.

每位员工会收到电子版英中对照的员工手册。英文版和中文版同时适用并具有同等效力。两种文本如有不一致，以中文版本为准。

If there is anything you would like to know more about, please feel free to ask your direct superior or Human Resources and Administration Department.

如您需要更多信息，可向您的直接上级或人事行政部门咨询。

2. Update of Employee Handbook 员工手册的更新

The Employee Handbook is compiled in accordance with the Labor Law, Labor Contract Law and other relevant laws and regulations of the People's Republic of China, and relevant regulations of the Company. Should there be any changes in the government or the Company's regulations, the Employee Handbook may be amended accordingly.

本员工手册是根据中华人民共和国劳动法、劳动合同法、其它相关法律和法规，以及本公司相关规章制度编制而成。如果政府或公司的规定有任何变化，公司将对本员工手册进行相应的修订。

The Company holds the right of compilation, amendment and explanation of the Employee Handbook.

本公司拥有对本员工手册进行编制、修订和解释的权利。

Every employee should make sure to keep the confidentiality of the Employee Handbook, which is the Company's internal document and property. Disseminating the Employee Handbook is forbidden without the Company's written permission.

本员工手册属于中电科柯林斯航空电子公司的内部文件和财产，每一位员工应对本员工手册的内容予以保密。未经本公司书面许可，禁止对本员工手册进行任何形式的传播。

1. Company Profile 公司简介

1.1. Company Background 公司背景

Rockwell Collins CETC Avionics Co., Ltd, the joint venture invested by CETC Avionics Co., Ltd (CETCA) and Rockwell Collins International, Inc., (RCI) is established to supply communication and navigation solutions toward the C919 aircraft program. By introducing Rockwell Collins' advanced avionics technology into the PRC, the Joint Venture will boost the development and prosperity of the commercial aviation sector of the country.

中电科柯林斯航空电子有限公司是由中电科航空电子有限公司与罗克韦尔柯林斯国际公司共同成立的一家中外合作企业。公司成立的主要宗旨是为中国商飞 C919 大客机项目提供配套的通信导航解决方案。通过引进罗克韦尔柯林斯先进的国际航空电子技术，合作公司将促进中国的商用航空领域的发展和繁荣。

1.2. Business and Functions 业务及职能部门

The Company is organized into six Business and Function Units:

中电科柯林斯航空电子由六个职能部门组成：

- Engineering and Technology 工程和技术
- Program Management 项目管理
- Lean, Quality and Certification 精益质量及认证
- e-Business 信息技术
- Finance 财务
- Human Resources & Administration 人事行政部

2. Vision Roadmap 愿景图

2.1.Our Vision 愿景

Working together to provide highly trusted avionics solutions to meet and exceed the requirements from our customers and investors.

携手共创高信任度的航空电子解决方案供应商，满足并超越客户和投资者的要求。

2.2.Our Values 价值观

The Company has 5 core Values to guide the companies culture for successful operation in the international business.

- 通过公司的 5 大核心价值观指引企业文化，以达成国际业务的成功运营。Integrity 正直诚实
- Customer Focus 关注客户
- Teamwork 团队合作
- Leadership 领导精神
- Diligence 认真细致

2.3.The goal to support Vision 目标

Dedicated to build a Center of Excellence for civil avionics communication and navigation systems solutions as well as production and MRO services that support the China market.

致力于建成中国民用航空通导系统设计及集成，生产和维修的卓越运营中心。

3. Value Proposition for People 以人为本的价值主张

Value Proposition for People is the overall strategy to achieve "talented and motivated people" goal - a key component of the Rockwell Collins CETCA Avionics Vision Roadmap.

“培养和激励人才”是中电科柯林斯航空电子公司愿景图的重要组成部分，以人为本的价值主张正是基于达到该目标而设定的整体战略。

Four broad initiatives make up Value Proposition for People:

四项举措构成以人为本的价值主张：

- Diversity & Inclusion 多元化和包容性
- Talent Management 人才管理
- Leadership Development 领导力发展
- Total Remuneration 整体薪酬

4. Ethics 道德规范

At Rockwell Collins CETC Avionics Co., Ltd, we are committed to conducting our business with the highest standards of ethics and in accordance with the laws and regulations. Ethics is an important part of our culture and the way we do business.

中电科柯林斯航空电子公司致力于以最高的道德标准开展业务，严格遵守业务经营相关法律法规。是我们公司文化及业务开展方式的一个重要组成部分。

4.1. Standards of Business Conduct 商业行为准则

To ensure our commitment to ethics is effectively communicated throughout the Company, employees are provided with a copy of *Standards of Business Conduct*.

为了确保员工了解我们的道德准则，每位员工都会收到一份《商业行为准则》。

Ethics policies and Standards of Business Conduct are designed to foster:

道德政策和商业行为准则用于培养：

- Honest and ethical conduct
诚实和道德的行为
- Full, fair, accurate, timely and understandable disclosure in public communications
在公开沟通过程中传递更全面、公平、准确、及时和易理解的信息
- Compliance with all applicable laws, rules and regulations
遵守所有适用的法律、法规和规章
- Fair dealing with our company's customers, suppliers, competitors, and employees
公正对待客户、供应商、竞争对手和员工

Everyone in the Company is expected to be familiar with our Standards of Business Conduct and apply them in the performance of their responsibilities.

公司期望每个员工都能熟悉公司的商业行为准则，并遵循准则履行职责。

4.2. Gratuities 收受赠品和商业礼仪

Employees are expected to know and comply with the approval requirements in gratuities. For details, please refer to *Offering Gratuities and Business Courtesies* chart.

员工必须了解和遵守收受赠品和商业礼仪规范。具体细则请参考《收受赠品和商业礼仪》。

5. Recruitment and Employment 招聘和聘用

5.1. Recruitment 招聘

5.1.1. Equal Opportunity 机会平等

The Company is an equal opportunity employer. We employ and advance in employment qualified persons without discrimination against any employee or applicant for employment because of race, creed, color, religion, gender, age, national origin, marital status, disability status.

公司在招聘过程中秉承机会平等的基本理念，确保聘用合格的应聘者、晋升合格的内部员工。我们不会因为种族、信仰、肤色、宗教、性别、年龄、国籍、婚姻状况、残疾状况而歧视任何员工或应聘者。

5.1.2. Internal Candidate 内部候选人

The Company encourages internal promotion and transfer which can effectively mobilize the energy of employees and fully utilize and develop employees, giving full scope to the talents. The Company commits we will give priority to internal applicants in the case of equally qualification during recruiting process.

公司鼓励内部晋升及调动。晋升及调动可以有效地调动员工的积极性及充分利用和开发人才，做到人尽其才。公司承诺：招聘时，在具有同样资格的情况下，公司会优先考虑内部申请人。

The Human Resources and Administration Department shall identify those eligible employees who express interest in a particular posted job with certain approval. Employee eligibility is determined by Human Resources policy, and may include meeting posted job requirements/ qualifications.

人事行政部负责审批内部职位申请。内部申请人的资格依据人力资源或公司有关规定确定，且要求应聘者符合所发布岗位的职位/资质要求。

5.1.3. Reference Check 背景调查

Upon confirmation of employment intention, the Company shall be entitled to conduct or entrusting a third party bound to confidentiality to conduct reference checks on educational and past employment records of the applicants against the information provided. Applicant who provides false information will be immediately subjected to withdrawal of offer of employment without compensation, or termination of employment contract without compensation.

公司在初步确定录用意向后，有权自行或委托负有保密义务的第三方根据应聘者所提供的信息资料，对应聘者的教育/过往雇佣记录等情况进行调查。应聘者提供虚假资料将会导致录用意向书立即无偿撤回，或劳动合同的立即无偿解除。

5.1.4. Pre-employment Medical Check-up 入职体检

Applicants shall have pre-employment medical check-up in the hospital designated by the Company. Employment with the Company is conditional on the applicant passing the medical check-up. The applicant agrees to do all things necessary for the release of the medical check-up results to the Company. Check-up results will be kept confidentially by the Company and the designated hospital.

应聘者入职前应到公司指定的医院进行身体健康检查。被公司聘用的前提条件是应聘者通过了上述健康检查。应聘者同意全力配合公司将健康检查结果告知公司。公司与指定的医院将对体检结果严格保密。

5.2.Employment 聘用

5.2.1. Personal Data 个人资料

All employees should provide required personal information and documents to the Company. All the information and documentation submitted should be correct and true and will be kept as permanent employment records by the Company.

所有员工应向公司提供相关的个人信息和文件。所有提交的信息和文件应当正确无误，并将作为长期就业记录由公司予以保存。

Each personal employment record should include the following information:

每位员工的就业记录应当包括下列资料：

- (1) Copy of Individual Identification Card/Passport
身份证/护照复印件；
- (2) Copy of Certificates of academic credentials and degrees
学历和学位证书复印件；
- (3) Related certificate of previous employment record
先前就业记录的相关证明（如：劳动手册）；
- (4) Record of termination with previous employer
与前雇主解除或终止劳动关系的证明（如：离职证明）；
- (5) Personal photo
个人照片；
- (6) Any other information the Company deems necessary
公司认为必要的任何其他信息。

5.2.2. Change of Personal Data 个人资料的变更

The Human Resources and Administration Department should maintain and update personnel information such as personal data, employment contract, salary planning/position change history, development record etc. Employees are required to inform the Human Resources and Administration Department of any change of particulars listed as bellows by submitting related document within 7 days:

人事行政部应维护和更新人员信息，如个人资料、劳动合同、薪酬规划/职位变更记录、职业发展记录等。

如果以下所列的情况发生变化，员工应在7天之内，通过提交书面文件的方式通知人事行政部门：

- (1) Marriage status
婚姻状况；
- (2) Change on number of children
子女的数量变化；
- (3) Change of home address, telephone number
家庭住址、电话号码变更；
- (4) Change of emergency contact information
紧急联系人信息变更；
- (5) Change of nationality
国籍变更；
- (6) Education attainment
教育学历变更；
- (7) Change of other information which requires notification to the Company

应告知给公司的其他信息的变更。

5.2.3. Employment Contract 劳动合同

Employment contract ("Employment Contract") is the agreement reached between an employee and the Company for the establishment of the employment relationship and the definition of the rights, interests and obligations of each party. The Employment Contract will be formulated as prescribed by laws and regulations of the People's Republic of China.

劳动合同（“劳动合同”）是员工与公司确立劳动关系、明确双方权利和义务的协议。劳动合同按中国的国家法律规定列明相关条款。

All employees must sign Employment Contract with the Company upon the establishment of employment relationship.

员工在与公司建立劳动关系时必须签订劳动合同。

Employment Contract may be renewed if both the employee and the Company agree to renew Employment Contract and agree on the terms of such renewal contract before the expiration date. If they fail to reach such a renewal agreement, the employee's employment will terminate automatically on the expiration date of the Employment Contract.

如员工和公司在劳动合同到期日之前就劳动合同的续订及续订劳动合同的内容达成协议，则劳动合同可以续订；如不能达成续订协议，则员工的劳动关系将于劳动合同到期日自动终止。

5.2.4. Confidentiality, Inventions Assignment and Non-Solicitation Agreement 《保密、发明转让和不招揽协议》

All employees must sign *Confidentiality, Inventions Assignment and Non-Solicitation Agreement* with the Company upon commencement of employment. Employee shall recognize that protection of the Company's trade secrets is essential for the operations of the Company and the Affiliates.

所有员工必须在入职时和公司签定《保密、发明转让和不招揽协议》。员工应当确认，保护公司的商业秘密对公司及关联公司的运营是至关重要的。

The terms of *Confidentiality, Inventions Assignment and Non-Solicitation Agreement* include (but not limited to):

《保密、发明转让和不招揽协议》包括但不限于以下条款：

1. Maintaining Confidential Information
对保密信息保密
2. Retaining, Assigning, and Licensing Inventions
发明的保留、转让和许可
3. Returning Property
交还财产
4. Non-solicitation of Customers
不招揽客户
5. Non-solicitation of Employees
不招揽雇员
6. Non-Interference with Suppliers
不干扰供应商

It is the Company's policy that all employees must comply with the terms of the

Confidentiality, Inventions Assignment and Non-Solicitation Agreement.

公司的政策是，所有员工都必须遵守《保密、发明转让和不招揽协议》的条款。

5.2.5. New Employee Orientation 新员工入职培训

New employee orientation is designed to help new employees integrate into the new organization effectively. Upon onboarding, employees will be timely offered new employee orientation by Human Resources and Administration as well as function departments to help them understand corporate culture, business, organization, and company policies.

新员工入职培训帮助新员工更快融入公司。员工入职后，人事行政部门和职能部门会及时安排入职培训，帮助新员工了解公司的文化、业务、组织、公司制度等。

5.2.6. Probation 试用期

The probationary period for new employees is normally one to six months depending on the employment contract period, which will be stipulated in the Employment Contract.

新员工与公司签订的劳动合同中会明确约定试用期，新员工的试用期根据劳动合同期限通常为 1 个月到 6 个月不等。

The Company will conduct performance appraisal to the employee during probation period according to the Company's policy. Employees are confirmed as regular employees upon a qualified probationary performance appraisal and successful completion of the probation period.

在试用期间，公司会按公司规定对新员工进行评估。新员工要经过试用期评估满意才能转为正式员工。

During probation period, Employment Contract may be terminated if the employee's performance is proven to be unsatisfactory.

员工在试用期内，被证明为不符合录用条件的，公司可随时解除其劳动合同。

5.2.7. Lateral Move 岗位调动

The employee agrees that the Company may reasonably transfer the employee to a different job position on a temporary or permanent basis pursuant to its business or operational requirements and in line with the employee's career interest, professional, technical or physical abilities and work performance.

员工同意，公司可根据其业务或经营需要，以及员工的职业兴趣、专业、技术能力或身体条件和工作表现，合理地将员工临时或永久地调整到另一工作岗位。

5.2.8. Promotion 晋升

The Company seeks to promote from within the Company. Employee's promotion opportunity will be based on the business needs, employee's performance and experience, and employee's capability to meet the challenges of the job.

本公司为员工创造晋升机会。员工的晋升机会将基于公司业务需求、员工的工作表现和经验、以及员工的能力。

5.3.Termination/Cessation of Employment 劳动关系的解除/终止

Employment relationship between the employee and the Company may be terminated or may be ceased because of resignation, dismissal, expiration of the contract or other reasons.

员工与公司之间的劳动关系可能因为员工辞职、公司解除劳动关系、合同期满或其他原因而得以解除或终

止。

5.3.1. Resignation 辞职

After probation period, the employee is required to provide 30 days' prior written resignation letter to resign from the employee's position with the Company. The Company has the right to withhold issuing proof of termination and/or undertaking any other termination procedures until the full notice period has been completed. The Company may waive the employee's notice period if it deems it necessary.

试用期后员工辞职的，须提前 30 天提交书面辞呈。公司有权在离职通知期结束后签发解聘证明和/或办理其他解聘手续。若有必要，公司可放弃员工离职通知期。

5.3.2. Exit Interview 离职面谈

Upon confirmation of the employee's resignation, the Department Head, Head of Human Resources and Administration or any person designated by him/her shall conduct an exit interview with the employee. This interview setting could either be formal or informal depending on the situation. The aim of the exit interview is to get some feedback from the employee such as reason for leaving, condition of employment, etc. The information may be used for future reference.

确认员工辞职后，部门主管、人事行政部门或其他由其指定的人选会与该员工做一次离职面谈。离职面谈的形式视情况而定，可以是正式或非正式的。离职面谈的目的是通过员工的反馈获取一些将来可参考的信息，包括：离职原因和聘用条件等。

5.3.3. Handover 工作移交

The employee shall finish satisfactorily the short-term assigned work on his/her hand and properly hand over the daily work and long-term tasks before last day. The Department Head shall monitor the hand-over and take-over procedure and ensure the routine work will not be interrupted. Then the exit administration can be implemented by Human Resources and Administration Department.

员工在最后工作日前，需要令人满意地完成正在进展中的短期工作，并妥善移交日常工作和长期工作。部门主管负责监督移交和接管的过程，并确保日常工作的连续性。然后由人事行政部门办理离职手续。

5.3.4. Property Return 财物返还

The leader / manager shall complete the exit checklist and ensure the employee returns all the Company's properties before last day, which includes but not limited to working manuals, books, business reports and papers, mobile phone, corporate credit cards, access cards, keys, computer, and other computer related equipment, etc.

主管应填写离职清单并确保员工归还所有公司财物。员工应在最后工作日前归还所有公司财产，包括但不限于工作手册、工作簿、商业报告/文件、手机、公司信用卡、门禁卡、钥匙、电脑以及其它电脑相关设备等。

5.3.5. Final Pay 最后薪酬

The final pay will be paid no later than the last working day of employment.

最后一次薪水将不晚于雇佣最后工作日支付。

6. Learning & Development 学习和发展

6.1.Training and Individual Development 培训和个人发展

Training and individual development of the employees are the indispensable contents of the scheme of the company on the career and individual development. In order to improve the work efficiency and the performance of the employees to meet the requirements in their current and/or future positions, the Company provides equal learning and development opportunities to all employees.

培训和员工发展是公司员工职业发展和个人发展计划中不可或缺的重要内容。为了帮助员工提高工作效率和业绩以满足现阶段和将来工作岗位的需求，公司将向所有员工提供平等的学习和发展机会。

The Company will evaluate, plan, implement employees' training and development needs according to the strategic development objective of the Company and the actual requirements of the employee's position. Employees and their immediate supervisors, as the main persons in charge, are accountable for communication and review on performance on a timely basis to provide appropriate support for employees' personal development.

公司将根据自身战略发展目标以及员工本人工作岗位的实际要求等予以评估、计划、实施个人培训和发展需求。作为员工发展的主要负责人，员工及其主管双方应做好实时沟通、业绩回顾，为员工发展提供必要的帮助。

Instructor Led Training is the practice of training between instructor and learners and an effective means of delivering information, as it allows real-time feedback, questions and answers, manipulation and changeable delivery to suit the needs of learners in a real-time environment.

讲师指导的培训由一名讲师和若干学习者组成。它是传递信息的有效方法：在实时环境中通过实时反馈、提出问题和寻找答案、可调控的演讲迎合学习者们的需求。

Instructor may deliver training in a lecture or classroom format, as an interactive workshop, as a demonstration with the opportunity for learners to practice.

讲师会通过讲座或课堂形式授课，诸如互动研讨会或能给学习者们创造练习机会的示范课。

The growth of the Company depends on the success and performance of its employees. The Company believes in encouraging employees to upgrade and improve their skills and job efficiency with job related training.

公司的发展取决于员工的成功和绩效。公司支持员工通过与工作相关的培训提升技能和效率。

When the opportunities arise for such training and if management feels it is well suited for your development and progress, the offer of sponsorship will be extended to you with related cost fees paid for and time off (if conducted during office hours).

当有此类培训机会且该培训机会得到管理层的认可有助于员工的发展和提高时，公司会赞助培训费并提供休假（对于在工作时间进行的培训）。

If you are interested in any training programs, please seek the advice or recommendation for your leader/manager or Human Resource & Administration.

如您有感兴趣的培训项目，请咨询您的主管或人事行政部。

The Company will also send employees to participate in overseas training so as to enrich their knowledge and skills for their current positions and to accelerate their career development within the Company, under which circumstances the Company will enter into a separate training agreement with the employee concerned apart from the labor contract.

公司还将选派员工参与海外培训，从而提高其目前工作岗位上的知识和技能，促进员工在本公司内部的职业发展。上述情况下，公司将在劳动合同外与员工另行签订培训协议。

In the aforesaid training agreement, the employee shall undertake to perform the obligation of service period with the Company in the course of overseas training and thereafter. In case that an employee violates the obligation of service period by terminating the labor contract prior the expiration thereof, or violates the rules and regulations of the Company resulting in the termination of the labor contract by the Company, the employee shall be liable for the breach of contract and compensate for the actual loss caused to the Company, unless otherwise stipulated by both parties.

在此培训协议中，员工应向公司承诺其在培训期间和结束后，向公司履行服务期义务。如员工违反服务期义务，提前解除劳动合同，或因严重违反公司规章制度被公司立即解除劳动合同的，员工应当承担违约责任，除非双方另有约定，员工应赔偿公司的实际损失。

For details, please refer to *Training Policy*.

具体细则请参考《培训政策》。

6.2. Performance Review & Development Plan (PR&DP) 绩效考核和发展规划

The Company places a high value on the ongoing professional development of employees. The Performance Review & Development Plan (PR&DP) process is an opportunity for employees and their leaders to assess employees' current performance, and to engage in dialogue that helps employees to clearly understand and manage the expectations of employees' ongoing performance as well. In addition, employees will also have the opportunity to design a plan for their professional development as employees continue along their career path.

公司重视员工职业的可持续发展。通过绩效考核和发展规划流程，主管可以评估员工当前工作表现；员工可以和其主管交流，能帮助员工清楚地了解主管对其未来工作表现的期望。此外，通过该流程员工也有机会为自己设计未来的职业发展规划。

Overall Performance Ratings:

绩效考核等级：

- **Exceptional Contributor 表现卓越**
The employee regularly surpasses performance expectations. Achievements and abilities are obvious to subordinates, peers, managers and/or customers.
员工的表现经常超出岗位要求。无论下属、同事、经理还是客户都了解他/她具有卓越的业绩和能力。
- **High Contributor 表现优秀**
The employee often surpasses performance expectations. Demonstrates high level performance in multiple areas of responsibility.
员工的表现时常超出岗位要求。在多个职能领域展现优秀表现。
- **Successful Contributor 表现良好**
The employee consistently meets performance expectations and at times exceeds expectations.
员工的表现始终达到岗位要求，有时超越期望。
- **Basic Contributor 基本达标**

The employee generally meets performance expectations. However, improvement in performance is desired.

员工的表现基本达到岗位要求，但仍需改进。

- Unsatisfactory Contributor 表现欠佳

The employee does not meet performance expectations (i.e. incompetence) and immediate training for performance improvement or relocation is essential, which is decided at the Company's sole discretion depending on the actual situation.

员工的表现未能达到岗位要求（即不胜任工作），必须通过培训立即改进或调整工作岗位（由公司根据实际情况自行决定）。

Performance Recovery Plan (PRP) is a way to help basic contributors and unsatisfactory contributors understand when their performance is out of alignment with the work expectations of their positions. It is designed to facilitate constructive discussion between a basic contributor or unsatisfactory contributor and his/her leader and to clarify the work performance to be improved. It is implemented, at the discretion of the leader, when it becomes necessary to help an employee improve his/her performance. The leader, with input from the affected employee, develops an improvement plan. The purpose of the activities outlined is to help the employee to attain the desired level of performance.

绩效改进计划(PRP)帮助基本达标和表现欠佳的员工们意识到自己的表现未能达到岗位要求，并帮助其和自己的主管进行有建设性的讨论，通过沟通清楚地了解工作中需要改进的方面。由主管决定在必要的时候对员工启动绩效改进计划帮助员工提高绩效，并参考该员工的意见制定改进方案。绩效改进的目标是帮助员工达到期望的绩效水平。

For details, please refer to *Performance Management Policy*.

具体细则请参考《绩效管理政策》。

7. Compensation and Benefits 薪资福利

The Company is committed to paying our employees a rate that is competitive with similar jobs in the industry and region. To attract and retain talents, a fair and competitive compensation package includes base salary, allowance, benefits, development, rewards and recognition.

本公司承诺向员工支付在本行业和同地区的同类工作具有竞争力的薪酬。公平且具有竞争力的薪酬待遇，包括了基本工资、津贴、福利、发展、奖励和表彰，以确保吸引和留住有能力的员工。

Every employee shall keep his/her own compensation as confidential information of the Company. Any divulging of such information to a third party unless authorized by the Company, will be considered as a breach of *Confidentiality, Inventions Assignment and Non-Solicitation Agreement* and therefore may be subjected to disciplinary action.

薪酬是公司的保密信息，员工应对薪酬信息保密。在非公司授权的情况下，员工向第三方泄露薪酬信息的，将会被视为违反《保密、发明转让和不招揽协议》，因此可能受到纪律处分。

Any question about compensation and benefits should be addressed directly to Human Resources and Administration Department.

员工如对薪资福利有任何疑问，请直接向人事行政部门咨询。

7.1.Total Remuneration 整体薪酬

7.1.1. Base Salary 基本工资

Employee will be paid base salary on a monthly basis.

公司按月向员工发放基本工资。

7.1.2. Allowance 津贴

Allowance provided by the Company covers all the allowances as per the national and local laws and regulations.

公司支付的津贴包括了所有国家和地方法律法规要求的津贴。

The Company will adjust allowance payout according to law change, market evolvement and the Company's business.

公司有权视法律法规变化，市场变化及公司经营状况调整津贴。

7.1.3. Annual Performance Bonus 年终绩效奖金

Employee will be eligible to participate in Rockwell Collins CETCA Avionics Co., Ltd Annual Performance Bonus Plan with a target annual bonus.

员工享受中电科柯林斯航空电子公司的年度绩效奖金计划，获取目标激励奖金。

Payout will be based on employee's actual base salary earnings for the fiscal year and the Company's performance on plan goals, department performance and employee's individual performance.

奖金根据员工的实际年度基本工资、公司预订目标完成情况、所在部门的表现和员工的个人工作表现来确定。

For details, please refer to Annual Performance Bonus Policy.

具体细则请参考《年度绩效奖金政策》。

7.1.4. Social Insurance & Housing Fund 社会保险及住房公积金

The Company will contribute to the required statutory social insurance and housing fund as per the government regulation.

公司根据有关法律和法规缴纳社会保险及住房公积金。

7.1.5. Individual Income Tax 个人所得税

To assist employee in complying with his/her obligation, the Company and its designated agent will make appropriate withholding from employee's gross salary/bonus and make tax payment and filing to the tax bureau on employee's behalf.

为协助员工履行自身义务，对于员工应缴纳的个人所得税，公司和其委托的人事代理机构会从员工的薪酬和奖金中代为扣除税金并缴纳给税务部门。

7.1.6. Commercial Insurance 商业保险

Employees are eligible to be covered by the Insurances provided by the Company:

公司为所有员工提供如下商业保险：

- Disease and Accidental Death & Dismemberment Insurance 疾病、意外死亡及伤残保险
- Commercial Medical Insurance 商业医疗保险
- Business Travel Insurance 差旅险

For further details on policy and claim procedure, please contact the Human Resources and Administration Department.

有关具体政策和理赔流程，请咨询人事行政部门。

7.1.7. Annual Medical Check-up 年度体检

The Company provides annual medical check-up to all employees on purpose of preventive care and motivating employees to change unhealthy lifestyle behavior to improve their health.

公司为所有员工提供每年一次的体检，为了预防保健和鼓励员工改变不健康的生活方式，从而改善员工的健康状况。

7.1.8. Employee Gift 员工礼物

Employee will be provided with below listed gifts on special occasions or holidays:

在一些特殊情况和佳节，员工会收到公司提供的礼物。

- Employee's birthday gift 生日贺礼
- Employee's wedding gift 新婚贺礼
- Employee's newborn gift 新生儿贺礼
- Mid-autumn Festival gift 中秋贺礼
- Spring Festival 春节贺礼
- Women's Day gift for female employees 女员工妇女节礼物
- Children's Day gift for employees' children 员工子女儿童节礼物

The decision whether to provide a particular gift of above-listed, and the timing of provision (if any) shall be at the absolute discretion of the Company according to its business and revenue performance.

是否发放以上所列的某项礼物及发放的时间（如有），应完全由公司根据业务和盈利表现自行决定。

7.2.Pay Day 薪酬发放

Pay month is the same as calendar month. Payment calculation is from 1st, to 31st of each month. Salaries are paid on each 25th in Renminbi (unless other agreement has been reached by mutual parties).

薪酬发放基于月份计算。公司的计薪日是每月的1号到31号。工资将通过人民币的形式（除非双方另有协议）在每月的25日发放。

Should that pay day fall on a non-working day or public holiday, it will be paid on the prior working day.

如果付款日是在非工作日或公共假期，将在此之前的工作日先行予以支付。

Employees, who join after the 15th day of a month, will only receive payment in the following month.

当月15日以后加入公司的新员工，将于加入公司的第2个月收到薪酬。

For employees who do not work continuously for a full calendar month, salaries will be paid according to the actual number of working days.

员工未连续工作满一个日历月的，按实际工作天数发放工资。

Partial Payment Computation 工资计算方法如下：

Number of actual working days in that month * Monthly base salary / 21.75 days

当月实际工作天数 * 月基本工资 / 21.75 天

The salary is credited automatically into employee's individual bank account. Since all employees are paid by direct deposit, it is essential that employee provides bank account number to the Company and its designated agent.

员工的薪酬将被自动打入员工所提供的银行账户，因此员工要向公司及指定的人事代理机构提供个人银行账户。

7.3.Salary Planning 薪酬规划

The Company's compensation philosophy is based on the belief that employees will be entitled to annual salary review for improved performance that meets the Company's continually increasing expectations. Size of the increase is decided by the Company based on the Company's performance in the market as well as employee's performance level.

公司的薪酬理念是基于员工享有年度调薪机会，该机会适用于不断进步并能随公司一起发展的员工。薪酬的增幅由公司决定，会参考公司业绩和员工个人的绩效水平。

Annual salary review will be in January or February and effect as from April 1st in the year.

薪酬调整在每年的1月或2月开展，并于当年4月1日起生效。

Employees, who are in the middle of probation period, are not eligible for a salary review of the year. And shall have their salary adjustment in the next year effective April 1st.

试用期内的员工不参与当年调薪，最近的薪酬调整日是次年的4月1日。

7.4.Reward and Recognition 奖励和表彰

Recognizing and rewarding employees for their efforts is an important way to keep employees motivated and to help them recognize they are valuable members of the team.

表彰和奖励员工的努力是为了激励员工，并使员工体会到自己在团队中的价值。

7.4.1. Alternative Rewards 小额奖励

Alternative rewards include gift cards, gift certificates and other recognition for employees who go beyond their normal job requirements to help with special projects.

小额奖励奖励员工在其正常工作职责范围之外对特殊项目提供的帮助和支持。小额奖励包括礼品卡、礼券或其他表彰形式。

7.4.2. Instant Compensation Awards 即时奖金

Instant compensation awards are cash bonuses to individuals and teams who work long hours to complete major projects and achieve proven results.

即时奖金是现金奖励，奖励个人和团队通过长时间的工作完成重大项目并取得有目共睹的成绩。

For details, please refer to Reward and Recognition Policy.

具体细节，请参考《奖励和表彰政策》。

8. Leave Policy 休假政策

8.1.Types of Leaves 假期

8.1.1. Statutory Public Holidays 法定节假日

Employees will be granted statutory public holidays as announced by the Chinese Government. 员工享有中国政府公布的法定节假日。

8.1.2. Annual Leave 年假

Employee's annual leave entitlement is in accordance with his/her service term in the Company. The annual leave shall increase from 10 days from the first service year one day with every service year increment, and capped by 15 days (unless the Employee is legally entitled to a higher number of annual leave days, in which case the Company will provide the greater number as applicable). The number of annual leave days specified in this clause is inclusive of and not in addition to any statutory annual leave the Employee may be entitled to under the law. Any annual leave days in excess of the statutory annual leave days will be considered "contractual annual leave". The Employee will be deemed to first use any and all statutory annual leave days before using any contractual annual leave days. If the Employee does not take all the Employee's contractual annual leave days prior to the end of the calendar year, no more than 5 days of those unused days could be forwarded to the next calendar year and should be used by the end of March of the next calendar year. However, if the Employee fails to use up the contractual annual leave forwarded from the previous calendar year by the end of March, such contractual annual leave will be forfeited without compensation. Any unused days of contractual annual leave at the time of termination or ending of this Contract will be forfeited without compensation, regardless of the reason for termination or ending of the Contract.

员工享有的带薪年假与他（她）在公司的服务期限相关，年假天数从第一个服务年度的10天起每增加一年服务期增加1天，最长为15天（但是，若员工依法应享有更多年假，公司则将给予法律规定的年假天数）。本条规定的年假天数包括员工依法享有的任何法定年假，而不是对该等法定年假的补充。超出法定年假天数的任何年假均将被视为“约定年假”。员工将被视为先休法定年假，法定年假休完后再休任何约定年假。如员工在日历年结束前未休完其所有约定年假，不超过5天的该等约定年假可结转至下一个日历年度休取，且应于下一个日历年度的三月结束前休完该等约定年假。但是，如员工未能在当年三月结束前休完从上一个日历年度结转的该部分约定年假，则该等未休约定年假将作废而无任何补偿。无论本合同因何原因解除或终止，本合同解除或终止时任何未休的约定年假均将作废而无任何补偿。

If employee joins or leaves the Company part way through a calendar year, employee will be entitled to annual leaves on a pro-rata basis per completed month of employment in the calendar year.

若截止到当年度的12月31日为止，该员工为公司连续服务时间少于12个月，则会按比例获得带薪年假。

The Company will not approve any application of advance annual leave.

员工不能提前使用下一年度的带薪年假。

8.1.3. Sick Leave 病假

Employee's full-paid sick leave entitlement is 10 calendar days per full calendar year. The

days of full-paid sick leave are included in the medical care period as stipulated in Section 8.1.4.

员工在每个自然年度享有10天的全薪病假（日历日）。员工的全薪病假包含在第8.1.4条的医疗期中。

If employee needs to take (more than) 1 day sick leave, employee is required to provide the Company with a sick-leave certificate from a qualified licensed doctor of a public hospital.

员工申请一天及以上的病假，必须向公司提交具备资质的公立医院的注册医生出具的病假单。

Sick leave cannot be carried forward to the following year nor converted to payment.

带薪病假不可累积至下一年度；亦不可折算成工资。

If the number of sick leave taken by an employee were to exceed 10 calendar days per full calendar year, the entitlement of sick leave and its payment are in line with the national and local government regulations on medical care period.

员工在一个自然年度休病假天数超出10天带薪病假（日历日）的，员工将按照国家 and 地方政府有关医疗期的规定享受超出部分的病假和病假工资。

8.1.4. Medical Care Period 医疗期

Employee will be granted medical care period according to the national and local government regulations when employee must receive medical treatment because of illness or non-work-related injury.

当员工因为疾病或非因工负伤而必须接受治疗时，该员工将按照国家 and 地方政府的规定享受医疗期。

Employee's salary during the medical care period will be paid in accordance with the relevant government policy.

员工在法定医疗期间的待遇遵照当地政府的有关政策来执行。

8.1.5. Marriage Leave 婚假

Employee is entitled to ten calendar days of marriage leave. Please refer to *Leave Policy* for details.

员工享有10天（日历日）婚假。具体细则请参考《休假政策》规定。

Employee applying for marriage leave is required to give at least one week's notice to leader and Human Resources and Administration Department and provide marriage certificate, which should be issued in the period of working for the Company. Marriage leave should be taken within one year from the issuing date on marriage certificate, otherwise, it will be forfeited without compensation and cannot be used to offset resignation notice period.

员工申请婚假必须至少提前一周向部门经理和人事行政部门申请并提供结婚证书，结婚证书应是在为本公司工作期间由政府相关部门所发放的。婚假的申请应自结婚证书签发之日起的 1 年以内提出，否则，将无权再次享受，也不会给予补偿，亦不能用来替代离职通知期。

Marriage leave cannot be divided.

婚假需一次性休完。

8.1.6. Compassionate Leave 丧假

Employees will be granted compassionate leave in the following circumstances:

当遇到以下情况时，员工享受丧假：

Death of employee's immediate family members, including parents, parents-in-law, spouse and children (3 calendar days)

员工直系亲属去世，包括：父母、配偶的父母、配偶及子女，员工享受 3 天丧假（日历日）。

Death of employee's collateral relatives, including grandparents, brothers and sisters (1 calendar day)

员工旁系亲属去世，包括（外）祖父母和兄弟姐妹，员工可享受 1 天丧假（日历日）。

Employee may be required to provide evidence to qualify for compassionate leave.

必要时要求员工出示相关证明以便获准该假期。

8.1.7. Maternity Leave 产假

Female employees are entitled to maternity leave. Details are as follows:

女员工有权享受产假。详情如下：

Items 项目	Maternity Leave (Calendar Day) 天数（日历日）
Normal delivery 正常分娩	98 days 98 天
Promotional Maternity Leave 生育奖励假	60 days more 增加60 天
Difficult delivery 难产	15 days more 增加 15 天
Multiple birth, for each additional infant 多胞胎生育者，每多生育一个孩子	15 days more 增加 15 天

Maternity leave could commence 15 days before the expected date of delivery.

产假可在预产期之前15天开始。

Employee taking maternity leave is to notify employee's leader 2 months prior to delivery date, and to get leader's approval on the choice of flexible work options. The leader will take it into consideration to minimize to the possibility on travel requirements to the employee.

员工休产假需要在预产期前2个月通知其主管，并就其灵活安排工作的申请得到批准。其主管应尽最大可能考虑减少待分娩员工商务出差的机会。

A certificate from a qualified licensed doctor of a public hospital must support the maternity leave application.

在申请休产假时，必须取得并提交具备资质的公立医院的注册医生出具的证明。

Abortion within the first 4 months of pregnancy, maternity leave entitlement is 15 calendar days; Abortion beyond the first 4 months of pregnancy, maternity leave entitlement is 42 days.

怀孕 4 个月内流产，给予产假 15 天；怀孕 4 个月以上流产，给予产假 42 天。

Please refer to *Leave Policy* for more details.

更多细则，请参考《休假政策》。

8.1.8. Paternity Leave 陪产假

All married male employees may be granted paternity leave per occasion of the birth of the child in accordance with local government policy. This is in addition to their annual leave entitlement. Please refer to the *Leave Policy* for details.

已婚男性员工享有陪产假。具体细则请参考《休假政策》规定。

8.2. Leave Application 休假申请

Employee's leave application is required to submit in e-Leave System. E-Leave System will send email request to employee's leader for approval upon receiving leave application automatically. Employee must get email response of leader's approval before commence of leave.

休假申请必须在休假申请系统中完成。休假申请系统收到员工休假申请后会自动给员工主管发送电子邮件。员工必须在获得主管批准后方可开始休假。

Employee's leave application will copy to Human Resources and Administration Department for record automatically via e-Leave System.

员工的休假申请会通过休假申请系统自动抄送给人事行政部门作为记录。

For details, please refer to *Leave Policy*.

更多细则，请参考《休假政策》。

9. Office Management 办公室管理

9.1.Dress Code 着装规范

In order to maintain the good image of the Company, all employees are reminded that they must be properly and decently attired when they are in the Company.

为了维护公司的良好形象，员工工作时请选择合适而得体的着装。

9.1.1. Business Casual Attire 商务休闲装

Business Casual Attire is expected Monday through Thursday each week and consists of casual slacks, skirts and blouses/shirts, sweaters and pullover shirts with collars - clothing that allows you to feel comfortable at work, yet is neat, clean, professional looking and above all, appropriate for work environment and level of contact with teammates and customers.

周一至周四着商务休闲装，包括：休闲长裤、裙装、衬衫、毛衣、有领套衫等。着装要适合工作环境，适合与同事和客户接触的工作场合，在工作时感到舒适，但又整洁、干净、并能体现专业性。

Improper attire includes the following:

不适宜上班的着装包括：

- 1) Singlet;
汗衫；
- 2) Clothes with indecent words or pictures;
印有不雅文字或图片的衣服；
- 3) Clothes exposing the midriffs;
露脐装；
- 4) Slippers/beach shoes.
拖鞋/沙滩鞋。

9.1.2. Smart Casual Attire 休闲着装

Friday has been designated as a "casual dress day". Smart casual attire is acceptable on Friday.

周五是休闲着装日。

Casual attire may be worn on Fridays when there are no customer, or critical internal business, meetings where standard business casual or formal attire is appropriate.

在没有客户拜访或重要商务会议的周五，员工可以穿着休闲的服装。

9.2.Working Hours 工作时间

Normal office hours are from 9:00am – 05:30pm, Monday to Friday.

公司的办公时间是星期一至星期五，上午9:00到下午5:30。

If the employee's position has already been approved by local authorities to work under a working hour scheme different from the standard scheme or if the Company in the future obtains such approval, the employee hereby agrees to automatically be subjected to the non-standard working scheme. The employee hereby agrees to provide any necessary assistance for and fully cooperate with the Company in its application for the employee to work under the non-standard working scheme.

如员工的岗位已获劳动部门批准按照非标准工时制工作，或公司将来获得该批准，则员工特此同意，其将自动适用该等非标准工时制。员工特此同意，当公司为员工申请实施非标准工时制时，员工将给予公司任何必要的协助并全力配合公司。

9.3.Office Facilities, Housekeeping and Condition 办公设施及环境维护

To maintain a clean, healthy and high-efficient working environment every employee has the responsibility to properly use the office facilities, which includes but not limits to pantry, copy machine, fax machine, paper shredder, telephone, office furniture, electric heating kettle, refrigerator, micro-wave oven, coffee machine, etc.

为了维护清洁、健康和高效率的工作环境，每位员工都有责任妥善使用办公室设施，其中包括但不限于茶水室、复印机、传真机、碎纸机、电话机、办公家具、电热水壶、冰箱、微波炉、咖啡机等。

It is employees' responsibility to maintain work area in a clean and tidy manner. Employees can help by:

员工应保持自己办公区域的清洁和整齐。希望员工可以做到：

- Properly disposing of waste and trash
妥善处置废物和垃圾
- Keeping office public area free from obstruction
不在办公室公共区域堆砌杂物
- Keeping work stations neat, clean and orderly
保持办公位置整洁、干净且有条理

Employees will be provided with a workplace that is free from unknown safety or health hazards. Employees will be provided with working conditions that is safe, efficient, well-equipped, adequately lighted, ventilated and clean.

公司将为员工提供一个没有安全隐患和健康隐患的工作场所。公司将为员工提供安全、高效、设备精良、照明充足、通风和清洁的工作条件。

9.4.No Smoking Policy 禁烟政策

As part of the Company' commitment to provide a healthy and safe work environment for all employees, smoking is strictly prohibited within office.

公司致力于为所有员工提供一个健康和安全的工作环境。办公室内严禁吸烟。

10. Disciplinary Action 纪律处分

Employees who violate the policies, rules and regulations of the Company, including the provisions of this Employee Handbook, will be subjected to disciplinary actions which include verbal warning, written warning and even immediate termination of employment without compensation.

违反了公司政策和规章制度，包括本员工手册的员工，将受到纪律处分。纪律处分包括口头警告、书面警告，乃至立即无偿解除劳动合同关系。

Employees who engage in the following types of conduct (which is less serious than the conduct warranting immediate dismissal discussed below) may be given a verbal warning or written warning. However, the Company reserves the right to discipline an employee in a manner that it deems to be appropriate given the severity and circumstances of the misconduct and is not required to first issue a verbal or written warning before taking such action. It is hoped that after being issued with a warning, the employee will improve his/her conduct to avoid the possibility of further disciplinary action.

若员工有如下不当行为（即不当程度比下文所列的导致立即解雇的行为轻微的行为），将被予以口头警告或书面警告。公司有权以其认为适当的方式按照不当行为的严重性和具体情况对相关员工给予纪律处分，然而公司并非必须在给予更严重的纪律处分之前先给予口头警告或书面警告。公司希望，在员工收到警告后，员工将改正其不当行为并避免再犯。

- Leaving work post without authorization, shouting, frolicking or engaging in other behavior which affects the due business or working order of the Company;
未经适当授权离开工作岗位、喧哗、嬉戏，以及从事其他影响公司正常工作秩序的行为的；
- Misrepresenting or concealing negligence, an error or accident at work;
歪曲或隐瞒工作中的疏忽、错误或事故的；
- Being late or leaving early or absence from work without justifiable reasons;
无正当理由迟到、早退或缺勤的；
- Engaging in non-business or work related activities during office hours;
工作时间内进行与工作或业务无关的活动；
- Failing to carry out a superior's lawful and reasonable instructions;
未能执行上级合法合理的工作指令；
- Breaching office management rules or IT policies even though they may not have caused harm or economical loss to the Company;
未能遵守办公室管理制度或IT政策，尚未造成损害公司利益或造成公司经济损失的；
- Any other minor misconduct which is in violation of Company policies.
其他轻微的未能遵守公司规章制度的行为。

Employees who engage in the following types of conduct will be subjected to immediate dismissal without compensation.

若发现员工有如下行为，公司有权立即解雇该员工并不予任何赔偿。

- Behaviors of serious dereliction, resulting the Company in suffering great loss of finance, property, reputation, life or the other serious consequences;
严重失职，导致公司受到经济、财产、生命或声誉的重大损失或严重后果的；
- Any cheating and dishonesty conduct including but not limited to giving fake personal

- data, play frauds in review, expense report, reporting, etc., conceals the truth;
对公司从事任何不诚实的行为，包括但不限于：提供虚假的个人资料；在考核、报销、工作汇报等过程中有欺骗行为；隐瞒真实情况；
- Any conduct against the terms of *Confidentiality, Inventions Assignment and Non-Solicitation Agreement*;
违反《保密、发明转让和不招揽协议》条款的行为；
 - Violation of *Standards of Business Conduct*;
违反《商业行为准则》；
 - Behaviors of three days continuous absenteeism without notice or seven days accumulated absenteeism within any rolling 12 months;
连续旷工3天或任何连续的12个月内累计旷工7天的；
 - Behaviors involved in posting, displaying, distributing and disseminating any information, material or articles that might damage the benefits of the Company or other employees;
张贴、展示、散发、传播任何可能损害公司或其他员工利益，造成不利影响的信息、资料或物品的；
 - Behaviors involved being employed or part-time employment in other companies without the Company's approval/authorization when still under the employment contract with the Company;
在劳动合同期限或服务期内，未经公司授权同时受聘或兼职于其他公司的；
 - Being attained and jailed;
被拘留、劳动教养或依法追究刑事责任的；
 - Alcohol abused and drugs involved;
酗酒和涉及毒品；
 - Other violation of the national laws and regulations.
其他违反国家法律法规的行为。

For more details, please refer to *Disciplinary Policy*.

更多具体细则，请参考《纪律处分政策》。

11. Business Travel Policy 差旅政策

The Company believes in providing an environment in which employees can be productive and efficient when being on business trips.

公司为员工提供高效的差旅条件。

Employees must obtain management authorization prior to all business travel.

员工开始差旅前必须申请并获得上级主管的批准。

Personal expenses incurred while on business travel are not reimbursable. Personal expenses include:

差旅途中发生的个人费用不予报销。个人费用包括：

- 1) Movies and other personal entertainment that is not business related;
与商务活动无关的个人娱乐费用；
- 2) Lodging and meals for family members;
家属的住宿费和餐费；
- 3) Personal gifts or remembrances ;
为自己购买的礼物和纪念品；
- 4) Shoe shines, haircuts, magazines, toiletries, medicines, and other similar expenses; 擦鞋、理发、杂志、洗漱用品、药品及其他类似费用；
- 5) Personal items and clothing purchased due to lost or delayed luggage;
因为行李箱的丢失或延误，购置个人物品及衣物发生的费用；
- 6) Airline club memberships;
航空公司俱乐部会员资格；
- 7) Monetary payment to a noncommercial establishment (i.e., friend's/relative's home) for meals and/or lodging;
支付非商业性机构的住宿费和餐费，如支付朋友或亲戚家住宿费；
- 8) Mini Bar (except for the emergency case).
使用酒店客房内迷你吧的费用（紧急情况下除外）。

For more details, please refer to *Finance - Business Travel and Expense Policy*.

更多具体细则，请参考财务部《差旅和报销政策》。

12.Acknowledgement 确认

Each employee should read carefully, sign the following Acknowledgement and submit to the Human Resources and Administration Department.

请您仔细阅读后签署以下确认单，并交至公司人事行政部。

ACKNOWLEDGEMENT OF THE EMPLOYEE HANDBOOK

员工手册确认单

I hereby confirm the receipt of the English and Chinese version of Employee Handbook V1.1 of Rockwell Collins CETC Avionics Company Ltd. I have read, understood and agree to comply with all the terms stipulated in this Employee Handbook. I understand that my employment is conditioned upon my faithful adherence and discharge of the policies, procedures and guidelines in the Employee Handbook.

本人特此确认收到中电科柯林斯航空电子有限公司英中对照版本的《员工手册V1.1》。我已仔细阅读、理解并同意遵守本员工手册中所规定的所有条款。我理解，我受聘的前提条件是我忠实地遵守并履行员工手册中的公司政策、程序和准则。

Name姓名: _____

Signature签名: _____

Date日期: _____