

# 吉林电力股份有限公司员工行为准则

## Employee Code of Conduct of Jilin Electric Power Co., Ltd.

《吉林电力股份有限公司员工行为准则》（以下简称“准则”或“本准则”）为吉林电力股份有限公司（以下简称“吉电股份”、“本公司”、“我们”或“公司”）员工行为提供了一个范围框架。准则促进全员不断强化行为规范养成，打造高素质、善合作的员工形象和负责任、有担当的企业形象。

The *Employee Code of Conduct of Jilin Electric Power Co., Ltd.* (hereinafter referred to as the “Code” or “this Code”) outlines the standards for employee behavior at Jilin Electric Power Co., Ltd. (hereinafter referred to as “Jilin Electric Power,” “the Company,” “we,” or “our Company”). This Code aims to consistently elevate the behavioral standards within our Company, fostering professionalism and collaboration among employees while enhancing our reputation as a responsible and accountable company.

### 一、适用群体

#### I. Applicability

本准则适用于吉电股份公司本部及所管各单位在册员工。

This Code applies to all registered employees of Jilin Electric Power Co., Ltd., including those at the headquarters and all subordinate entities under its management.

### 二、适用范围

#### II. Scope of Application

本准则适用于公司日常运营的各个层面。

This Code applies to every aspect of the Company’s daily operations.

### 三、声明

#### III. Statement

制定本准则旨在提供给员工一个广泛的伦理框架。然而，此准则并不意味着包含了我们会遇到的所有可能的情况。因此，所管各单位可规定补充政策，旨在针对特定区域提供指导。所有员工都有责任了解和遵守此准则及适用的补充政策。公司严肃对待任何违反此准则、补充政策或适用法律的行为。

The Code provides a broad ethical framework for employees, though it may not cover every possible situation. Therefore, subordinate units may introduce supplementary policies to offer further guidance where needed. All employees are expected to understand and comply with the Code, as well as any applicable supplementary policies. We take any violations of the Code, supplementary policies, or applicable laws seriously.

各级领导实施本准则的责任高于普通员工。各级领导必须积极推动本准则的实施，并通过行动表明其遵守本准则的承诺。

Leaders at all levels bear greater responsibility than regular employees for implementing this Code. They are expected to actively promote the Code’s principles and demonstrate their commitment through their actions.

各级领导有义务直接表明，员工在开展任何生产经营活动时，遵守道德标准及合规要求

是首要考虑因素。

Leaders at all levels must make it clear to employees that ethical standards and compliance requirements are top priorities in all business activities.

各级领导应当随时保持警惕，以预防、发现和应对任何违反本准则的行为，并保护举报违规行为的员工。

Leaders at all levels should remain vigilant to prevent, detect, and address any violations of this Code while protecting employees who report such misconduct.

员工在日常生产经营活动中，在遵守其岗位职责和工作活动所涉及法律、法规及合规要求的同时，有义务充分知晓并执行本准则。

Employees must be fully aware of and comply with this Code in addition to the laws, regulations, and compliance requirements related to their job responsibilities and work activities in daily production and operations.

员工有义务举报任何已知或可能违反本准则的行为。进行举报时，员工应将实际或可能违反本准则的证据提交至公司合规管理部门，或根据公司合规政策和制度报告相关负责人。

Employees are obligated to report any known or suspected violations of the Code. When making a report, employees should submit any evidence of actual or potential violations to the Company's compliance management department or inform the appropriate responsible personnel in line with the Company's compliance policies and procedures.

举报电话 Reporting Hotline	0431-81150857
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## 四、企业文化政策

### IV. Corporate Culture Policy

吉电股份注重文化宣贯工作，规范管理公司企业文化建设工作。公司坚持“四统一”原则，即公司与集团公司价值理念的统一、发展战略的统一、行为规范的统一、视觉形象的统一，增强企业凝聚力和竞争力。公司根据集团公司制定《企业文化建设管理规定》。

Jilin Electric Power prioritizes cultural promotion and standardizes the management of its corporate culture development. The Company adheres to the principle of “four alignments,” which focuses on aligning values, development strategies, behavioral norms, and visual identity between the Company and the SPIC. This approach aims to enhance corporate cohesion and competitiveness. Additionally, the Company has established the *Management Regulations for Corporate Culture Development* in accordance with SPIC's strategy.

4.1 公司通过落实集团公司关于加强和规范企业文化的宣贯、传播、落地和考评等工作，实现统一的价值理念、发展战略、行为规范和视觉形象统一，引导全体干部员工步调一致，形成统一的企业文化。

4.1 The Company follows SPIC's guidelines to strengthen and standardize the promotion, communication, implementation, and evaluation of corporate culture, ensuring alignment in values, development strategies, behavioral norms, and visual identity. This initiative aligns all employees and fosters an integrated corporate culture.

4.2 公司建立了企业文化培训长效机制，把企业文化培训纳入公司培训体系，提高员工对企业文化建设重要性的认知度和认同度。新员工入职必须接受企业文化培训。

4.2 The Company has established a long-term mechanism for corporate culture training, making it a part of the overall training system to improve employees' awareness and appreciation of corporate culture. New employees are required to complete corporate culture training as part of their onboarding process.

4.3 公司印发集团公司员工行为公约，指导公司系统员工行为规范建设。

4.3 The Company has issued the SPIC's Employee Code of Conduct to provide clear guidance on behavioral norms for all staff.

## 五、奖惩政策

### V. Reward and Punishment Policy

依据《中华人民共和国劳动法》和《中华人民共和国劳动合同法》，参照《中华人民共和国公职人员政务处分法》和集团公司相关规定，吉电股份制定《员工奖惩管理规定》。公司员工严格遵守国家法律法规和公司各项规章制度，吉电股份对员工的奖惩政策遵循“依法合规、实事求是、奖惩分明、公平公正”的大原则。

Jilin Electric Power has established the *Management Regulations on Employee Reward and Punishment* in accordance with the *Labor Law of the People's Republic of China* and the *Labor Contract Law of the People's Republic of China*, while also referencing the *Law of the People's Republic of China on Administrative Discipline for Public Officials* and relevant regulations from the SPIC. Employees are required to strictly comply with national laws and regulations as well as the Company's policies. The reward and punishment policy is governed by the principles of legality, practicality, clarity, fairness, and justice.

5.1 员工有下列表现的，予以奖励：

5.1 Employees will be rewarded for the following achievements:

- 在生产经营、工程建设、企业发展、管理创新、提高经济效益等方面取得重大成果或做出突出贡献的。

Attaining significant results or making outstanding contributions in areas such as production and operations, engineering projects, corporate development, management innovation, and improving economic efficiency.

- 在安全生产、生态环保、科技研究、工艺设计、改善劳动条件等方面有发明创造、技术改进或者提出合理化建议，取得重大成果或显著成绩的。

Innovating or improving technology or proposing practical suggestions in fields like work safety, environmental protection, scientific research, process design, and enhancing working conditions, which lead to significant achievements or notable accomplishments.

- 在生产和工作中排查或排查消除重大隐患、预防和制止重大事故发生或事故处理有功，使国家、企业和员工生命财产免受重大损失的。

Identifying or eliminating major hazards, preventing or stopping serious accidents, or effectively handling accidents in production operations, thereby safeguarding the lives and property of the state, the Company, and its employees from substantial losses.

- 在党建、思想政治工作、精神文明建设、纪检监察和群团工作中事迹突出，并取得显著成绩的。  
Making exceptional contributions and achieving notable results in party-building activities, ideological and political work, spiritual civilization efforts, discipline inspection and supervision, and community engagement.
- 见义勇为，制止不法行为，维护社会和谐稳定、应对重大突发事件等方面做出重大贡献、事迹突出的。  
Making significant contributions through acts of bravery to stop illegal activities, maintain social harmony and stability, or respond to major emergencies.
- 参加国家、省（市、自治区）、行业、集团公司、公司等各种评比、竞赛获得荣誉或取得优异成绩，为企业树立良好形象的。  
Receiving honors or achieving outstanding results in various evaluations and competitions at the national, provincial (municipal, or autonomous region), industry, SPIC, or company levels, thereby enhancing the Company's reputation.
- 在教育培训工作中成绩突出的讲师和学员。  
Excelling as lecturers or trainees in educational and training efforts.
- 一贯忠于职守，甘于奉献，廉洁奉公，事迹突出的。  
Consistently demonstrating loyalty to their responsibilities, a willingness to serve, and integrity through outstanding actions.
- 其他应给予奖励的。  
Other achievements that merit recognition.

5.2 对于有下列行为之一的员工，可分别情况予以惩处：

5.2 Employees exhibiting any of the following behaviors may face disciplinary action based on the specific circumstances:

- 违反劳动纪律，经常迟到、早退、旷工的。  
Violating labor discipline through habitual tardiness, early departures, or absenteeism.
- 消极怠工，无故经常不完成工作任务，贻误工作且造成直接、间接经济损失或产生影响的。  
Demonstrating a lack of effort by regularly failing to complete work tasks without justification, resulting in delays and direct or indirect economic losses or disruptions.
- 无正当理由不服从岗位职责范围内的工作安排，或者无理取闹、打架斗殴，影响工作秩序和社会秩序的。  
Disregarding work assignments within their job responsibilities without valid reasons or engaging in unreasonable disputes or fights that disrupt workplace and social order.
- 玩忽职守，违反技术操作规程和安全规程，或者违章指挥，造成安全等责任事故的。  
Neglecting duties by violating technical operation and safety protocols, or issuing unsafe directives that lead to liability for safety-related incidents.
- 违反国家政策或公司制度规定，不履行或不正确履行岗位职责的。  
Breaching national policies or company regulations by failing to fulfill or improperly executing job responsibilities.

- 失职或过失给公司造成经济损失或不良影响的。  
Causing economic losses or negative impacts on the Company due to negligence or misconduct.
- 滥用职权、营私舞弊、贪污盗窃、行贿受贿等给公司造成经济损失或负面影响的。  
Abusing authority, engaging in favoritism, theft, bribery, or other corrupt practices that result in economic harm or reputational damage to the Company.
- 违反保密制度，泄露商业秘密，给公司造成经济损失或负面影响的。  
Violating confidentiality agreements by leaking trade secrets, which leads to economic losses or adverse effects on the Company.
- 通过网络、短信或其他媒介传播、散布谣言，发布不实信息，诽谤、诬陷他人，损害企业形象的。  
Spreading rumors or false information through the internet, text messages, or other media, defaming others, and harming the Company's image.
- 不依法按规信访，捏造事实向有关部门、单位恶意投诉举报，围堵冲击公共场所、办公场所和生产场所，扰乱国家、社会和企业正常秩序的。  
Making illegal complaints or fabricating facts to maliciously report to relevant authorities, obstructing public areas, offices, or production sites, and disrupting national, social, or corporate order.
- 组织、参与非法组织或非法活动，违反社会主义道德，妨害社会公共秩序的。  
Organizing or participating in illegal organizations or activities that violate socialist morals and disrupt public order.
- 其他违法、违规、违纪行为。  
Other illegal, regulatory, or disciplinary violations.
- 员工有上述行为，情节严重、涉嫌犯罪的，由司法机关依法惩处。  
If an employee engages in any of the above behaviors with severe implications or suspected criminal activities, judicial authorities will impose penalties on them in accordance with the law.

5.3 奖励的形式包括通报表彰、荣誉表彰、物质奖励，对员工的主要包括批评教育、处分、经济考核三种方式，三种惩处方式可合并运用。

5.3 Rewards may include public recognition, honorary awards, or material incentives. Disciplinary actions for employees mainly consist of criticism and education, penalties, and economic assessments. These three types of disciplinary measures may be applied in combination as appropriate.

## 六、员工培训政策

### VI. Employee Training Policy

吉电股份承诺，全体员工均有接收教育培训的权力和义务。公司持续推进人才建设工作，推进教育培训工作科学化、制度化、规范化。

Jilin Electric Power is committed to ensuring that all employees have both the right and obligation to receive education and training. The Company continuously promotes talent development by advancing the science-based, institutionalized, and standardized management of educational and

training programs.

6.1 干部员工应当根据不同情况参加相应的教育培训：

6.1 Managerial staff are required to participate in relevant training based on specific needs, including:

- 贯彻落实党和国家重大决策部署的集中轮训。  
Intensive rotational training to implement major decisions and directives of the Party and the nation.
- 党的基本理论和党性教育的专题培训。  
Thematic training on the Party's fundamental theories and education in Party spirit.
- 新任职的初任培训。  
Introductory training for newly appointed personnel.
- 晋升领导职务的任职培训。  
Position-specific training for employees promoted to leadership roles.
- 在职期间的岗位能力再提升培训。  
In-service upskilling training aimed at enhancing job-related competencies.
- 专门业务培训。  
Specialized training in business-related areas.
- 其它培训。  
Other training programs as needed.

6.2 专业技术、技能人员教育培训以岗位胜任能力为重点，分为岗前培训、岗位培训、职（执）业资格培训等。

6.2 Education and training for professional and technical staff are designed to enhance their job competency and are divided into three categories: pre-job training, on-the-job training, and professional qualification training.

- 岗前培训。各类新录用人员、转岗及晋级员工，必须按照岗位规范要求进行专业知识和技能培训，培训合格方可上岗。依据岗位匹配评价，合理安排转岗培训。新入职高校毕业生岗前集中培训由公司统一组织，培训中心（党校分校）具体实施。  
Pre-job training: All newly hired, reassigned, or promoted employees must undergo training in the relevant skills and professional knowledge required for their job specifications. Only those who successfully complete this training may assume their roles. Training for position transfers is organized based on evaluations of job suitability. Additionally, the Company provides centralized pre-job training for new university graduates, conducted by the training center, a branch of the Party School.
- 岗位培训。主要包括脱产培训、在线培训和在岗自学等。根据公司实际和岗位需要，有计划有针对性地开展脱产专业培训。根据员工岗位胜任情况，组织岗位能力再提升培训。可以选派技术专家和高级技能人才等到集团公司参加相关培训，或者到知名企业、大学、培训机构接受培训。  
On-the-job training: This includes full-time courses, online programs, and self-directed learning while working. The Company plans and conducts specialized full-time training tailored to specific job requirements. Additional upskilling programs are provided based on employees' job performance. Senior technical experts and highly skilled workers may be selected to participate in training sessions at the SPIC or attend advanced training at renowned enterprises, universities, or specialized institutions.
- 职（执）业资格培训。从事国家和集团公司规定实行就业准入制度的职业和工种的员工，必须取得相应职（执）业资格证书，方可从业。公司鼓励员工参加专业

技术职称评审、职业技能鉴定以及注册系列资格教育培训。生产一线员工参加职业技能鉴定前，应按照国家有关要求，参加相应工种的职业资格培训。

Professional qualification training: Employees in roles that fall under the employment qualification system established by the nation and the SPIC must obtain the necessary qualification certificates before performing their duties. The Company encourages participation in evaluations for professional titles, vocational skills assessments, and other registered qualification training. Production workers are required to complete relevant vocational qualification training in accordance with national guidelines before taking skills assessments.

## 七、合规政策

### VII. Compliance Policy

吉电股份始终以“坚持党的领导、坚持全面合规、坚持权责清晰、坚持务实高效”为原则，加强合规建设，着力打造法制央企，保障公司持续健康高质量发展。公司制定并落实《合规管理规定》，确保公司合规运营。

Jilin Electric Power is committed to the principles of “upholding Party leadership, ensuring comprehensive compliance, clarifying responsibilities and powers, and promoting pragmatic efficiency.” The Company strengthens its compliance efforts to establish itself as a law-abiding central enterprise, ensuring sustainable, healthy, and high-quality development. To this end, we have established and implemented the *Compliance Management Regulations* to guarantee that all operations meet compliance standards.

7.1 公司加强对包括但不限于市场交易、安全环保、产品质量、知识产权等重点领域，制度制定、经营决策、生产运营等重点环节的合规管理，确保符合法律法规、监管规定、行业准则和国际条约、规则，以及公司章程、规章制度等要求。

7.1 The Company enhances compliance management in critical areas, including, but not limited to market transactions, safety and environmental protection, product quality, and intellectual property. This also includes key processes such as policy formulation, business decision-making, and production operations. Through these efforts, we ensure adherence to laws, regulations, supervisory requirements, industry standards, international treaties, and the Company’s articles of association and internal regulations.

7.2 公司加强对重点岗位人员的合规管理，包括但不限于管理人员、重要风险岗位人员及海外人员，并加强对于这些人员的监督检查和违规行为追责。

7.2 The Company strengthens compliance management for key personnel, including, but not limited to, management staff, individuals in critical risk positions, and overseas employees. We implement enhanced supervision and accountability measures for any violations by these individuals.

7.3 公司建立全员合规承诺机制、合规审查机制、合规评价机制、违规举报机制、违规行为追责问责机制、违规问题整改机制以及结合实际建立健全合规管理与法务管理、内部控制、风险管理等协同运作机制，加强统筹协调，避免交叉重复，提高管理职能。

7.3 The Company has established a collaborative system that includes mechanisms for compliance commitment from all employees, compliance reviews, compliance evaluations, reporting violations, accountability for offenders, and rectifying compliance issues. This system also aims to improve the integration of compliance management with legal affairs, internal controls, and risk management based on actual conditions. This comprehensive approach enhances coordination, reduces redundancy, and improves overall management effectiveness.

## 八、保护企业秘密政策

### VIII. Policy on Protecting Corporate Secrets

吉电股份严格遵守国家保密法律、法规及集团公司有关保密规定，保守国家秘密及企业商业秘密，认真履行保密义务，通过制定并落实《保密管理规定》、《商业秘密和工作秘密管理办法》、《涉密载体保密管理办法》、《涉密人员保密管理办法》等规章制度，确保公司涉及到的国家秘密、商业秘密的安全。

Jilin Electric Power strictly adheres to national secrecy laws and regulations, as well as SPIC's confidentiality policies. We are committed to protecting state secrets and business trade secrets, diligently fulfilling our confidentiality responsibilities. To ensure the security of these secrets, we have established and implemented several regulations, including the *Confidentiality Management Regulations*, the *Management Measures for Business and Work Secrets*, the *Confidentiality Management Measures for Classified Materials*, and the *Confidentiality Management Measures for Personnel Involved with Secrets*.

8.1 公司保密对象包括但不限于：文件（含相关业务文书）、会议、宣传（含展览展示）、计算机及网络（包括互联网和内部办公网）、电磁介质（包括软盘、U 盘、光盘、硬盘、录音笔、录音带、录像带及其他电磁介质）以及公司各部门、所管各单位业务活动产生的信息与数据，含信息资产等。

8.1 Confidential information includes but is not limited to, documents (including related business correspondence), meetings, promotional activities (including exhibitions and displays), computer and network systems (both internet and internal office networks), electromagnetic media (such as floppy disks, USB drives, CDs, hard drives, recording pens, tapes, video cassettes, and other electromagnetic media), as well as the information and data generated by the business activities of the Company's various departments and units, including information assets.

8.2 员工不得在普通电话和手机中谈论涉密事项，不得在普通传真机上发送涉密文件。

8.2 Employees must not discuss sensitive matters on regular or mobile phones, nor send classified documents via standard fax machines.

8.3 涉密计算机以及软盘、U 盘、移动硬盘、光盘、录音设备等涉密介质，要标注密级，规范管理。不得将涉密介质借予他人使用。

8.3 Sensitive computers and media, including floppy disks, USB drives, mobile hard drives, CDs, and recording devices, must be clearly labeled with their security classification and managed according to established protocols. Employees are prohibited from lending sensitive media to others.

8.4 员工使用涉密计算机必须设置密码，未经允许，不得使用他人的涉密计算机。

8.4 Users of sensitive computers are required to set passwords. No one may use another person's sensitive computer without permission.

8.5 不得携带涉密计算机及有关电磁介质外出。确需要携带外出的，要经过保密部门审查批准。

8.5 Employees are not allowed to take sensitive computers or related media outside the premises. If necessary, prior approval from the Confidentiality Department must be obtained.

8.6 员工下班后，要关闭涉密计算机，妥善放置涉密电磁载体。

8.6 After working hours, employees must shut down sensitive computers and securely store sensitive electromagnetic media.

8.7 在涉外工作方面，员工应遵守包括但不限于以下规定：

8.7 For foreign-related work, employees must comply with the following regulations, among others:

- 严禁携带绝密级国家秘密载体出国（境）。确因工作需要，携带机密级、秘密级国家秘密载体出国（境）的，应当履行审批手续。

It is strictly forbidden to take any classified materials labeled as “top secret” out of China. If it is necessary to take “classified” or “confidential” state materials abroad for work, employees must obtain prior approval.

- 携带企业商业秘密文件、资料或者涉密计算机及存储介质等涉密信息设备出国（境）的，应当履行审批手续，指定专人随身携带保管，不得带到与公务活动无关的场所。

When taking business secret documents, materials, or sensitive information devices, including computers and storage media abroad, employees must follow the established approval procedures. A designated individual must ensure the security of these items, and they must not be taken to locations unrelated to official activities.

- 出国（境）期间，严禁在连接互联网的计算机等信息设备上处理、传递国家秘密、企业商业秘密。

During overseas assignments, employees are prohibited from processing or transmitting state secrets or business secrets on any internet-connected devices.

- 未经批准，任何人不得将境外人员带入公司涉密场所。

No one is allowed to bring foreign personnel into the Company’s confidential areas without prior authorization.

- 不得在私人交往中涉及国家秘密和企业商业秘密信息。不得在无保密条件的场所和交通工具上谈论国家秘密和企业商业秘密信息。

Employees must not discuss state or business secrets during personal interactions, nor should such information be disclosed in unsecured locations or means of transportation.

- 国（境）外项目开发主办部门须建立项目保密责任体系，对项目组的人员开展专项保密培训，签订专项保密承诺书。

Departments responsible for overseas project development must establish a confidentiality responsibility system, conduct specialized training for project team members, and have them sign specific confidentiality commitment agreements.

- 根据国（境）外项目开发需要，为项目专门配备处理核心商密文件的计算机。

For the development of overseas projects, dedicated computers must be provided to handle documents containing core business secrets.

8.8 对于在保密工作中做出突出成绩，特别是在纠正错误、挽回损失和改善管理、加强建设中做了大量工作、取得显著成绩的负责人和员工，公司要给予表彰。

8.8 The Company will commend those in charge and employees who have made significant contributions to confidentiality efforts, particularly in correcting errors, mitigating losses, enhancing management practices, and improving overall confidentiality standards.

8.9 对于故意或者过失泄露国家和公司秘密的，要追究相关责任人的责任。

8.9 Individuals who intentionally or negligently disclose state or company secrets will be held accountable for their actions.

## 九、生效

### **IX. Effectiveness**

本准则于 2024 年 7 月 27 日经公司党委会讨论通过后公布。

This Code will take effect upon its announcement following approval by the Company's Party Committee on July 27, 2024.