

BGP Code of Business Conduct





Address fromExecutive Director

BGP Inc., China National Petroleum Corporation (hereinafter referred to as "BGP"or the "Company") is an international geophysical service provider integrating onshore and offshore seismic data acquisition, processing, interpretation and reservoir geophysics, non-seismic survey, borehole and micro-seismic, equipment manufacturing, software R&D, and multi-clientservices, centering on oil and gas exploration with geophysical techniques.

BGP strives to achieve a virtuous circle of compliance management and business development. It always adheres to operating in compliance with laws and regulations, establishing and improving its compliance management system and mechanism, while prioritizing its compliance management relating to the high-risk areas and key issues.

Compliance management is the premise of sustainable development and globalization, as well as thevitalpart of international competitiveness of a company. This BGP Code of Business Conduct (the "Code")provides basic guidelines for BGPand all its employees to help them make correct decisions shall be read and followed by every employee. With "dedicating to energy and creating harmony" in mind and with its best technology and management, BGP will continue to build its pioneer culture featuring "LoyalPartner &ProspectionPioneer" and to operate in a honest and compliant manner to deliver better service and greater value to customers all over the world.

GouLiang

Executive Director

January 22, 2021



Contents

1	General Provisions	4
1.1	Philosophy	4
1.2	General Requirements	4
2	Employment Environment	4
2.1	Work Environment	4
2.2	Protection of Human Rights	5
2.3	Privacy Protection	5
3	HSSE and Quality	5
3.1	Employee Health	5
3.2	Safety and Security	6
3.3	Environmental Protection	6
3.4	Emergency Response	6
3.5	Quality	6
4	Business Activities and Contacts	7
4.1	Handling Relationship with Government Properly	7
4.2	Anti-corruption and Anti-bribery	7
4.3	Fair Competition	8
4.4	Import and Export Compliance	8
4.5	Anti-Money Laundering	8
5	In the Best Interests of the Company	8
5.1	To Prevent Conflicts of Interest	8
5.2	Confidentiality	9
5.3	Information Disclosure and Presentation	9
6	Finance, Taxes, Assets and Information	9
6.1	Accuracy of Finance and Tax Information	9
6.2	Use of Assets and Resources	10
6.3	StrengtheningInternet Management	10
7	Contribution, Sponsorship and Public Welfare Undertakings	11
7.1	Charity and Sponsorship	11
7.2	Political Contributions	11
7.3	Public Welfare Undertakings	11
8	Implementation of the Code	11
8.1	Training and Communication	11
8.2	Question and Reporting	11
8.3	Internal Investigation	12
9	Appendix: Glossary and Definitions	12



1 General Provisions

1.1 Philosophy

This Code of Business Conduct reflects the Company's philosophy of integrity, compliance, innovation, performance, harmony and safety, and provides the Company and its employees with general behavioral guidelines for them to carry out daily activities in accordance with the applicable laws and regulations in China and other countries (regions) where the Company operates andin accordance with the Company's rules.

The basis to draw up this Code is to comply with all applicable laws and regulations. All employees of the Company shall respect and obey applicable laws and regulations of countries (regions) where the Company operates, as well as rules and regulations of the Company.

1.2 General Requirements

Employees of the Company all over the world shall abide by this Code, and violations of this Code will result in disciplinary action, up to and including employment contract termination.

The Company wishesto do business with suppliers, service providers and other partners conveniently and efficiently. Suppliers, service providers and other partners are required to comply with applicable laws and regulations and this Code when carrying out activities on behalf of or relating to the Company. Their violations of this Code will result in termination of cooperation with the Company. The Company always pays attention to the values of suppliers, service providers and other partners in connection with their integrity and compliance to ensure consistency with the Company's values and this Code.

This Code cannot address all issues, nor does it cover all matters. Rules and regulations with more details and characteristics not covered hereby will be communicated to employees through a variety of ways. Employees shall know and follow all applicable rules and regulations of the Company.

2 Employment Environment

2.1 Work Environment

The Company undertakes to provide equal job opportunities for all candidates and make hiring decisions based on the Company's needs, job requirements and individual abilities. The Company will hire, lay off, promote, reward and train employees based on their value and business requirements.

Employees shall respect, trust and help each other, and respect the ethnic customs and religious beliefs of others. An employee who breaks a local taboo shall report to his superior and take appropriate measures immediately.

The Company gives top priority to workplace safety and strives to create an environment free from discrimination, intimidation, bullying or harassment (including sexual harassment). Employees shall not engage in violence or any other acts which willfully injure another person or destroy his property, nor shall they make threatening remarks or engage in any acts which endanger any person or property. An employee who suffers or sees someone else suffering discrimination, intimidation, bullying, harassment, retaliation or other improper behavior in the workplace, shall report to his superior or HR supervisor immediately and may also report to the supervision department. The Company will investigate such reporting and take appropriate measures.

The workplace shall be free from alcoholic beverages and illegal drugs. Except for moderate drinking in normal business entertainment, employees of the Company are strictly prohibited from drinking alcohol or possessing, using or distributing illegal drugs while working, operating equipment (including vehicles) or conducting business for the Company. No employee under the influence of alcoholic beverages or illegal drugs is allowed to perform work for the Company or operate vehicles or other equipment of the Company.

2.2 **Protection of Human Rights**

The Company respects, protects and supports human rights in accordance with the applicable laws and regulations. It recruits employees in accordance with the laws of China and countries (regions) where it operates, without using child or forced labor or getting involved in human trafficking. Suppliers, service providers and other partners shall also comply with the foregoing requirements. Any employee who finds any violation of human rights or illegal employment practice in the ordinary course of business of the Company or its suppliers, service providers and other partners, shall report the same immediately.

2.3 **Privacy Protection**

The Company respects the Privacy and dignity of all employees and takes measures to protect their Personal Information. The Company only collects, uses, keeps and discloses Personal Information of employees necessary for work and other information permitted by applicable laws and regulations.

3 HSSE and Quality

The Company makes all reasonable efforts to protect the personal safety of employees, prevent accidents, reduce environmental impact, and provide customers with high quality services.

To this end, the Company has established the HSSE (health, safety, security and Environment) management system and quality system to provide HSSE management specifications and guidance for businessunits, work sites and employees, improve HSSE Performance continuously and deliver high quality services.

All employees of the Company are entitled to HSSE rights. Any employee can contact his superior for any questions about HSSE management requirements or activities.

The HSSE management system covers health, safety, security and environment management. Here are the details:

3.1 Employee Health

Health management is an important part of HSSE management system. The Company shall carry out an Occupational Health Risk Assessment and work out measures to protect the health of employees. Employees shall take pre-employment medical examination and get routine checkups thereafter. In remote areas, the Company shall equip employees with relevant first aid equipment to provide timely medical support in case of emergency.

Employees shall comply with HSSE management rules and regulations and shall:

- Comply with the laws, regulations, industry standards and company rules regarding occupational health in countries (regions) where it operates.
- The manager at each level is the first person responsible for occupational health, and each employee takes respective responsibility in occupational health management.
- The Company shall increase investment in occupational health, improve production technology and equipment, and develop effective emergency measures.
- The Company shall identify, assess and control relevant occupational health risks comprehensively, and set a practical occupational health objective.
- The Company shall provide knowledge and training to employees and improve their occupational health awareness.



3.2 Safety and Security

The Company undertakes to provide a safe working environment for all employees and avoid known risks if possible.

Employees are strictly prohibited from possessing, concealing, using or transferring any firearms or other weapons or articles mainly used to cause injury at the premises of the Company, including but not limited to buildings, parking lots and other spaces leased or owned by the Company. This prohibition also applies to employees who carry out activities for the Company outside the premises of the Company. Security guards of the Company and law enforcement personnel shall be exempt from the provisions of this Clause.

Work safety depends not only on technology and equipment, but also on the safety culture, quality and ability of employees.

Employees shall comply with HSSE management rules and regulations and shall:

- Stop unsafe work;
- Engage in work for which he is trained, competent and physically fit only, and stay alert at work;
- Know what to do in case of emergency in the workplace;
- Report immediately any accident, injury, illness, unsafe or unhealthy conditions, security incident or hazardous material leakage for taking corrective or control measures in a timely manner.

3.3 Environmental Protection

The Company undertakes to protect the environment and minimize environmental impact of its business activities.

Employees shall comply with HSSE management rules and regulations and shall:

- Comply with local environmental standards in the countries (regions) the Company operate and the Company's requirements in this regard;
- Dispose of, transfer, store and destroy raw materials, products and wastes in an environmentally responsible manner;
- Report immediately any violation of environmental laws and regulations and the Company's requirements.

3.4 Emergency Response

The Company develops and improves an emergency plan, and strengthens education, training and emergency drills. In the event of an emergency, the Company will start the emergency plan immediately, and deal with the event properly according to applicable provisions and response procedures.

Employees shall keep alert of health, safety, security, environment and quality emergencies, and identify, report and eliminate risks and hazards in a timely manner. All employees shall report and take active action immediately in the event of an emergency or accident.

3.5 Quality

Adhering to the "Quality First, Pursuit of Excellence", the Company provides satisfactory products and services to customers, and improves customer satisfaction and market competitiveness continuously.

For honoring its quality commitment, the Company controls quality at all stages with a reasonable management system and advanced technologies and methods, continuously improves product and service quality, and strengthens risk-based thinking and risk control to effectively prevent accidents due to poor quality.

Employees shall understand the impact of their work on the quality of the Company's products and services, be familiar with the quality requirements of respective standards and systems, follow process requirements and specifications strictly, control quality properly, and ensure the quality of their work, the process and final products.



The Company follows a supplier and service provider selection mechanism strictly, tightens access review, helps suppliers and service providers comply with its quality management requirements, strengthens the whole process supervision and performance evaluation management, and ensures the quality of products and services.

4 Business Activities and Contacts

4.1 Handling Relationship with Government Properly

To the extent permitted by laws, rules, regulations and agreements, the Company shall communicate with the government in an honest and proactive manner to reflect its demand properly and seek government's understanding and support for getting licenses and permits necessary for conducting business or claiming legitimate interest.

4.2 Anti-corruption and Anti-bribery

The Company seizes market opportunities by product and technology innovation, service quality and price, and fair competition. No employee shall obtain business opportunities, competitive advantages or other benefits by providing money or something else.

The Company undertakes to cooperate with customers, suppliers and service providers in a fair, honest and respectful manner. In selecting suppliers, service providers and other partners, the Company follows the following basic rules:

- The Company can appoint a qualified middleman or consultant as its service provider, and pay a commission as compensation, provided that the payment of commission shall be accurately recorded in its financial accounts. No employee shall, in his personal capacity, accept any commission in the ordinary course of business of the Company. The Company shall not appoint a current or former Official as middlemen or consultant unless permitted by applicable law.
- The Company shall conduct due diligence on its partners in accordance with the applicable internalrules and regulations, including but not limited to their performance with respect to compliance.
- The Company shall communicate its anti-bribery policies and requirements to its partners, and incorporate such anti-bribery policies and requirements into agreements and contracts if possible.
- If, during the performance of an agreement, a partner is found to commit commercial bribery, the Company shall suspend making payment to such partner in accordance with the agreement and hold the partner accountable for bribery.
- The Company conducts compliance evaluation on its partners in accordance with the applicable internal rules and regulations, and placesany partner who commits a violation of respective contract or bribery on the blacklist or otherwise prevents such partner from being selected again.

Any gift or entertainment shall be provided to outsiders in strict accordance with the applicable provisions and standards of the Company, and be approved and registered according to relevant procedures. The Company only allows to provide small, symbolic gifts at the right time, on the right occasion, as well as appropriate entertainment in compliance with the meal requirements. For this purpose, the Company has developed a standard. If necessary, please checkthe Company's rules and consult with the foreign affairsdepartment. No gift or entertainment shall be provided to Officials, except those in compliance with applicable requirements and standards provided to the extent permitted by local laws and regulations.

The Company generally prohibits employees from making facilitating payment, except those made under circumstances where an employee's life or the Company's assets are in danger. Any payment made for expediting process according to rates disclosed by administrative or judicial authorities and with a receipt shall not be regarded as Facilitating Payment.



4.3 Fair Competition

Employees shall faithfully communicate the performance, quality, sales, user comments, honors, among others, of products and services, without deceiving or misleading consumers and customers, or helping others communicate false information. Employees shall not invent or disseminate false or misleading information that damages the reputation of business or product of the Company's competitors.

For fair competition, the Company observes the following rules.

- The Company will not enter into monopolistic agreements with competitors, including but not limited to agreements which fix or change the price of products (services), limit the production or sales of products (services), segment product (service) sales orraw material procurement markets, limit procurement of new technology or equipment, or limit development of new technology or product, or boycott trade.
- The Company will not enter into any Monopoly agreements with counterparty on fixing the price or setting the minimum price of products to be resold to a third party.
- The Company is prohibited from abusing its Dominant Market Position or otherwise engaging in alleged Monopoly prohibited by law.
- The Company shall report Concentration of Undertakings if applicable in accordance with law and obtain approval.

4.4 Import and Export Compliance

The Company shall abide by applicable laws and regulations of China and other countries, regions or international organizations in respect of import and export of goods, service, equipment and technology.

The Company and employees shall:

- Understand and abide by general laws and regulations regarding international trade and international financial transactions;
- Understand and abide by local laws and regulations regarding trade restriction and Import and Export Control if the business involves cross-border sale or transport of products, technologies or services;
- Not participate in activities in conflict with laws and regulations regarding trade restriction and Import and Export Control.

4.5 Anti-Money Laundering

The Company stands firm against and cracks down on Money Laundering and Terrorist Financing. The Company and employees shall:

- Not participate or assist in Money Laundering or Terrorist Financing activities;
- Understand customers, follow business procedures and verify the legitimacy of its/their customers or partners;
- Avoid trading with any customer or partner who is suspected of have engaged in improper conduct;
- Be familiar with the management regulations and use restrictions of payment by cash, check and draft;
- Not make or receive payments with any account other than normal business account.

5 In the Best Interests of the Company

5.1 To Prevent Conflicts of Interest

Employees shall handle their personal interests and the Company's interests properly. No employee shall make use of any potential business opportunities identified during his employment with or acting on behalf of the Company or any property, information or position of the Company for personal benefits. No employee shall compete directly or indirectly with the Company. Allemployees shall be obligated to contribute to the



realization of the Company's interests when opportunities arise. Employees shall not cause damage to the Company's interests or reputation in performing their duties or carrying out activities in their personal capacity. Employees shall report to the relevant department of the Company for any matter which may give rise to a conflict of interest, and take the initiative to avoid such matters in making decisions or dealing with relevant matters.

Employees shall not invest in any unlisted company that competes with the Company or provide assistance to competitors. Part-time jobs can prevent employees from concentrating on their own work and create a conflict of interest. Therefore, employees are generally not allowed to take part-time jobs. Under special circumstances, employees are allowed to take part-time jobs subject to prior written approval of the Company.

Employee shall exercise authority granted by the Company properly and shall not abuse their power for a direct or indirect personal purpose. No employee shall interfere with the Company's transactions including market access, bidding and contract signing, or disclose the base price or Internal Information to specific stakeholders.

5.2 Confidentiality

The Company has a robust confidentiality system to secure the Company's Trade Secret, Internal Information and customer information which the Company is obliged to keep confidential. Employees shall abide by laws and regulations of countries (regions) where the Company operates and the Company's rules concerning confidentiality, keep and use work-related data and information properly, and protect the Company's Trade Secret and Internal Information against disclosure.

Employees shall avoid using or disclosing the Company's Trade Secret and Internal Information in public and private interactions, social media, interviews or articles, and shall not use, transmit or keep confidential information on non-confidential equipment and facilities.

Subject to a prior confidentiality agreement, the Company's Trade Secret and Internal Information may be disclosed to outsiders as required by business.

Employees shall stop and report any leakage or possible leakage of informationfound and take remedial action immediately.

5.3 Information Disclosure and Presentation

The Company shall release relevant information in accordance with applicable laws and regulations or as required by business. Information can be released properly only by an authorized unitor individual, and no other unit or individual shall release information on behalf of the Company.

Interviews with external media outlets shall be controlled by the corporate culture management department, which shall be responsible for management, organization, coordination, implementation and authorization thereof. No other unit or individual shall invite an external media outlet to the Company for giving or accepting an interview without permission. A unit or individual accepting an interview shall coordinate with the media within the scope of authorization and facilitate the work.

6 Finance, Taxes, Assets and Information

6.1 Accuracy of Finance and Tax Information

The Company shall recognize, record, measure and report transactions or events on an actual basis, give a true view of accounting elements and other information that meet recognition and measurement requirements, and ensure that the accounting information is true, reliable and complete. The Company's recognition, measurement and reporting must comply with applicable Accounting Standards.

The Financial Report shall fully reflect the Company's financial condition and operating results and provide true accounting information. Neither the Company nor any individuals shall, in any way, instruct, direct, or compel accounting body or personnel to



forge or alter accounting documents, books or other materials for providing false Financial Reports.

Neither the Company nor any individuals shall interfere with or mislead external and internal auditors including certified public accountants about their professional judgment on Financial Reporting, accounting activity and internal control.

Employees shall immediately report to the Company's supervision departmentany suspicious or false economic transaction or accounting activity found. The Company shall promptly investigate the matter that has been reported.

The Company shall abide by applicable tax laws and regulations of China and countries (regions) where it operates, pay taxes in accordance with the law in places where economic activities take place and value is created, withhold tax in accordance with the law, disclose tax information as required, and keep true and complete tax-related information in accordance with the requirements of the tax authorities.

6.2 Use of Assets and Resources

Assets and resources of the Company include tangible and intangible items. All employees shall protect assets and resources of the Company and make efforts to ensure their effective use. An employee shall return all information and materials about assets and business of the Company upon leaving the job, and shall not disclose or reveal any business secrets and other Internal Information to which he gained access during his tenure without the Company's approval.

Information and Technical Resources of the Company shall remain the property of the Company and shall be provided to the Employees for performing duties and tasks for the Company for achieving its business objectives. The Company can take appropriate techniques to monitor the use of such Information and Technical Resources for ensuring their correct and proper use and helping defend against cyber-attacks and malicious activities. The Company allows employees to use these resources occasionally for personal purposes, provided that such use shall be minimized and Improper Use shall be prohibited.

The Company shall apply for registration of new invention patents, product and service trademarks, domain names in accordance with the law, and shall renew and maintain the rights it has acquired, and standardize the licensing and transferring thereof. Any employee shall be obliged to stop infringement of the Company's intellectual property he found and preserve evidence thereof. The Company will file a lawsuit to safeguard its legitimate rights and interests if necessary.

Any intellectual property results created by employees in performing the Company's tasks or using the Company's assets and resources including but not limited to inventions, utility models, designs, papers and reports shall remain the property of the Company. The Company may share intellectual property results with its employees or other partners in accordance with applicable laws, regulations and agreements.

The Company and its employees shall respect the Intellectual Property Rights of others and protect Intellectual Property Rights in accordance with applicable laws and regulations. The Company shall check relevant intellectual property on a timely basis during new product and technology Research &Development to avoid the risk of intellectual property infringement. The Company or its employees shall enter into an agreement with the owner for permission if necessary to use others' Intellectual Property Rights.

6.3 StrengtheningInternet Management

The Company checks and tests internet security, assesses internet risk on a regular basis, develops an emergency plan for cyber-security incidents, and timely tackle with system vulnerabilities, computer viruses and internet attacks to prevent information against cyber-security risks.



Employees shall learn how to use computer safely, receive training on information security, comply with the Company's regulations on internet access, without accessing to illegal sites, receiving suspicious emails, downloading malicious software, or publishing, downloading or receiving illegal information.

7 Contribution, Sponsorship and Public Welfare Undertakings

7.1 Charity and Sponsorship

The Company allows to and may call for employees to make charitable donations. Without prior approval of relevant department of the Company, no employee shall make charitable donation or act as a sponsor on behalf of the Company. Any employee shall report any potential conflicts of interest that may arise from charitable contributions and sponsorship to the Company's compliance departmentor department in charge thereof. The Company can boost its business development through advertising and sponsorship.

7.2 Political Contributions

The Company prohibits employees or third parties from raising political contributions from employees at its premises (contributions to Officials, including direct contributions or contributions through industry organizations), or from using the Company's assets and resources for political contributions.

Political contributions prohibited by the Company include:

- Contribution of the Company's funds or other assets or resources for political purposes;
- Employees are not encouraged to make such contributions;
- Reimbursement of employees for their contributions.

Employees may make political contributions as they deem appropriate in a private capacity, except those made for the Company to acquire and retain business or gain an unfair advantage in business.

7.3 Public Welfare Undertakings

The Company actively fulfills its corporation social responsibilities, commits to sustainable development, and supports community public welfare undertakings. In carrying out business activities, the Company shall avoid violating the interest of local communities and the public. The Company shall communicate and negotiate with all stakeholders to solve conflicts or problems arose in accordance with the law.

8 Implementation of the Code

8.1 Training and Communication

All employees of the Company are obliged to read, understand and familiarize themselves with this Code in its entirety and undertake to comply fully with the Code.

The Company will organize regular communication and training for employees on this Code.

Employees shall educate and train suppliers, service providers and other partners on this Code as required in cooperating with outsiders in respect of business.

8.2 Question and Reporting

Under the Company's opening-up policy, all employees can contact any management member of the Company freely and discuss any issues related to the Code without fear of reprisals or unfair treatment for giving an opinion.

Employees are encouraged to talk with their supervisors, managers or other appropriate personnel about any illegal act or act in violation of the Code they noticed. Any employee can communicate with his supervisor or other relevant personnel for questioning a certain practice.

Employees are obliged to report immediately any possible violation of applicable laws, regulations and applicable provisions of this Code. Report can be made either to his supervisor or other members of management, or through other channels. Employees are also encouraged to report their own violation of relevantprovisions of this Code. For an



employee who voluntarily reports his engagement in a violation of relevant provisions of the Code, lesser or reduced punishment or exempt from punishment may be considered if appropriate in determining disciplinary action against such employee.

Any employee's reporting shall be respected and valued. The Company prohibits retaliation against, threatening or harassment of an employee who discussed problems or reported violations. To the extent permitted by the Company policy, any employee can report violations to the Company anonymously. However, employees must understand that the Company may not have access to such information that is required to investigate or deal with the problems and activities reported by them if they choose to stay anonymous.

8.3 Internal Investigation

The Company takes reporting information received seriously, and will conduct an internal investigation secretly on the item reported to determine whether it violates the applicable laws and regulations and this Code. The Company strives to ensure the integrity of each investigation, including protecting whistleblowers and witnesses against harassment, intimidation, and retaliation, preventing evidence from being destroyed, verifying the credibility of testimony, and identifying and addressing the root causes of problems. For any employee who has reported a violation, the Company will make all reasonable efforts to protect his identity against disclosure and secure relevant investigation data. The Company will not disclose any detail of investigation, but it will keep the employee informed of progress thereof.

An unsubstantiated allegation has no impact on an employee accused of wrongdoing, and the Company prohibits retaliation against any employee who reports in good faith or coordinates the internal investigation.

Section	Term	Definition
Employment Environment	Privacy	Someone's right to keep some aspects of his personal life secret, including activity and communication privacy, in addition to Personal Information.
Liviolinen	Personal Information	Information identifiable to any person.
HSSE and	HSSE Performance	Measurable results of the HSSE management system based on HSSE policy and objectives and related to the risk control of an entity, including measurement of HSSE management activities and results.
Quality	Occupational Health Risk Assessment	A process through which the Company evaluates the impact of hazard factors in the workplace of occupational hazard and determines the level of occupational health risk for creating working environment and conditions in compliance with occupational health requirements.
Business Activities and	Official	An Official is a staff of government agencies at all levels (exercising state power and performing state duties) or public

9 Appendix: Glossary and Definitions



		Code of Dusiness Conduct
Contacts		international organizations.
	Facilitating Payment	A small payment for a routine government action involving non-discretionary decisions.
	Monopoly	Any action that does exclude or limit or possibly excludes or limits competition.
	Dominant Market Position	Acompany which holds a dominant market position has the capability to control the price, quantity or other trade terms of goods (services) in a market or impede or hinder other competitors' access to the market.
	Concentration of Undertakings	Includes merger of companies, acquisition of control over other companies by acquiring shares or assets, or acquiring control over or exerting a decisive influence on other companies by contract.
	Import and Export Control	Namely foreign trade control, which is an action taken by a state to restrict import of foreign goods and partly limit export of domestic products for specific economic and political purposes by enactment of domestic legislation and conclusion of international treaties.
	Money Laundering	The process of making illegally-gained proceeds appear legal. It mainly legitimizes the illegal gains and the proceeds therefrom by covering up or concealing their true source and nature by all means.
	Terrorist Financing	The provision of funds or providing financial support to individual terrorist, terrorism or terrorist organizations.
	Trade Secret	Any technical or business information which is not known to the public, creates economic benefit for a business and is of practical value, and for which confidentiality measures are taken.
In the Best Interests of the Company	Internal Information	Any information which is generated or gained during production and operation activities of a company, which is not a state or Trade Secret but would prevent the company from performing functions normally or have an adverse impact on the company's interest, image, security, stability and normal work in case of leakage, and which can only be known to a limited number of personnel within a specific time frame.



	Accounting Standards	Basic principles that accountants must follow while engaged in accounting work.
	Financial Report	Documents provided by a company to reflect its financial condition on a specific date, as well as the operating results and cash flow of a certain accounting period.
	Information and Technical Resources	E-mail, computer, applications, network, Internet, Intranet, fax, among others
Finance, Taxes, Assets and Information	Improper Use	Including but not limited to hacking, use of the Company's resources or exchange of information, transmission of documentation to other entities in activities other than the Company's business activities, disclosure of confidential information of the Company or a third party, sending improper Email, having access to inappropriate sites (e.g. those promoting hatred or violence, spreading porn content or advocating illegal activity), or use of the Company's resources in violation of the Company's policy or purpose or detrimental to the Company.
	Intellectual Property Rights	Exclusive rights to which the holder is entitled under law with respect to results of intellectual work and marks and reputation from business activities, including but not limited to patents/patent application, trademarks, copyright, Trade Secrets and know-how.