



THIS DOCUMENT MUST BE READ AND SIGNED BEFORE STARTING THE SERVICE

Asia Quality Focus (AQF) has been appointed by your client as a service provider. This document summarizes our service conditions in accordance with our code of conduct policy.

1. Bribery Issues

All our employees are forbidden to ask for money, gifts, favors, entertainment, merchandise, tickets, accommodation, meals, etc..., their expenses such as transportation to meeting place and cost for hotel are reimbursed by AQF directly.

Any types of attempts at bribery to our employees or intimidation by any person from the vendor/factory will be reported, and the client will be informed immediately.

2. Final Conclusion

Our employees conduct the inspection/audit as per client outlined requirements. The final conclusion (Accept or Reject) is made by your client after the final report has been reviewed by AQF office. The field employee has no right to give instructions to the factory or authorize the shipment release. Please wait for client's instructions in order to release or block the shipment.

Our results reflect our findings at time and place of service and do not relieve sellers / manufacturers from their contractual liabilities & responsibilities or prejudice buyers' right for compensation for any apparent and/or hidden problems not detected during the service or occurring thereafter.

3. Non-Disclosure Agreement

AQF employees may review the technical specifications, quality documents & credentials and take photos of the factory's products, facilities and productions lines. All information collected during our service is regarded as confidential and shall not be disclosed to other third parties.

4. Reporting Misbehavior

If you want to report any misconduct or bribery attempt, please contact our Ethics & Integrity Department immediately upon the occurrence during the service and not after.

How to contact AQF Ethics & Integrity Department

ethical@asiaqualityfocus.com

+86 185 8822 5709 (Hotline & Wechat)

Please sign below to acknowledge that you have read and understood this policy

Acknowledgement from AQF Representative:

AQF Representative Name		Signature
Date		
Arrival Time		

Acknowledgement from Factory Representative:

Factory Name		Signature / Stamp
Factory Representative Name		
Position		
Date		
Time		