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## **Ecovane Personal Code of Ethics for Consulting**

Ethics are important for anyone in business, including Ecovane. They're particularly important to us because of the high level of trust that organizations grant us and because of the access that we have to the confidential and proprietary inner workings of the clients that employ us.

No single code of ethics is appropriate for everyone, but some very basic ethical beliefs can and do form the basis for our personal code of ethics. Consider the following:

### **Professionalism**

1. Management consulting is a professional service. As a management consultancy firm, we hold our managers, staff and associates responsible for respecting the rules of professional behavior comprised in this Code of Ethics.
2. We maintain the highest ethical standard in the professional work we undertake at all times. In matters relating to a client's affairs, we act solely in the legitimate interest of the client.

### **Qualification**

3. We only accept tasks for which we possess the necessary competence and resources, and never make promises we can't keep in hopes of landing the account. There's nothing wrong with a little good old-fashioned optimism, but we never blatantly make promises that we know we can't keep.

### **Responsibilities**

4. We carry out our tasks with all reasonable skill, care and diligence.
5. We are frank and honest and never try to sugarcoat the truth when our clients ask for our opinion, since they pay us good money for the benefit of our skills and many years of experience.
6. We never recommend products or services that our clients don't need. If we know that the course of action the client suggests is not the proper remedy, we tell our client so and decline the offered work.
7. We account for our time accurately and honestly. Our clients expect and trust us to be truthful in our billing practices. Anything less is not only unethical but also a violation of our client's trust.

8. We protect our clients' confidentiality, and never misuse insider information. We are often placed in situations in which we have access to proprietary information, the release of which could cause a client serious financial or other damage. Our clients have placed us in a position of trust, and we never violate that trust.

### **General Duties**

9. We follow through on our promises. If we say that we'll complete the project on March 31, then we deliver the results on (or before) March 31 — not a day later. If, for some reason, we can't keep our promise no matter how hard we try, then we'll inform our client as far in advance as possible and present a plan for curing the problem.
10. We respect and properly apply the laws, regulations, technical rules, accepted standards and Codes of Conduct applicable to our profession or specialism. We never do something that is not only against our personal sense of ethics but also obviously and blatantly illegal (e.g. under table deals), even if it is asked by our client.
11. We keep in mind the good of the community. If a task or project appears to contradict this value, we will make the client aware of it, endeavor to get the client to address the issue, and if necessary withdraw from the task.
12. We respect the personal and professional dignity of employees, colleges and other persons, and the various persons or entities with whom we deal.
13. On projects where the client is not the eventual user, and where we become aware of a conflict of interests between client and user, we make known to each where our responsibility as a consultant lies, and either see the conflict is resolved, or withdraw from the commission,
14. If we find ourselves working on the same problem for two competing companies, we will disclose the conflict-potential or actual- to the affected client(s) as soon as we discover it, and then take action to resolve it. This may mean signing information nondisclosure agreements. If the conflict can't be resolved through these means, then we may have to drop one of the two firms as a client.

### **Duties to the profession**

15. We never act so as to injure or attempt to injure, directly or indirectly, the professional reputation, prospects or business of any other consultant firm or organization. This rule shall not be taken as prohibiting expression of technical opinion on behalf of a client before a tribunal or in a commission report, or of lodging a complaint of the conduct of a firm to a competent body which lays down rules of conduct or code of practice.
16. We refrain from approaching, directly or indirectly, members of staff of other firms in order to induce them to leave and join our own service.
17. We never make an attempt, directly or indirectly, to supplant another firm, or to intervene in any task of any kind which to our knowledge has been entrusted to another firm.

Ecovane Environmental Co., Ltd

Director: Bill Kung

Date: 2010/01/01

Sign:

A handwritten signature in blue ink, appearing to read 'Bill Kung', is written over a faint rectangular stamp.