

Administrative Management Standard

Reference No : OPT-M-2016-003

Version : 1.1

Release Date : 31 Oct, 2016

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Use : Private

Revision History

Version	Date	Description	Prepared by
1.0	26 April 2016	Initial Release	General Department
1.1	31 Oct 2016	Draft of English version	General Department

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1. Objective

This standard is to improve the administrative management system of OPT, establish standardized management, improve efficiency of administrative work, ensuring all the administrative work follow clear rules.

2. Scope

This standard applies to all the employee of OPT, except for special notice in the standard.

3. Responsibilities

- Board chairman of OPT is responsible for the final approval of this standard.
- General department is responsible for preparation, supervision for the execution of this standard, revise with feedback and/or recommendation from OPT internal.
- All the employee should understand and comply with general terms of this standard.

4. Office Space and Facility Management

4.1. Classification of Office Facility

4.1.1. Office Space: including houses, buildings, etc.

4.1.2. Office Equipment: including computer, printer, copy machine, fax, server, software, business car and other office supplies.

4.1.3. Office Furniture: including office table & chairs, conference table, tea cabinet, file cabinet and other items.

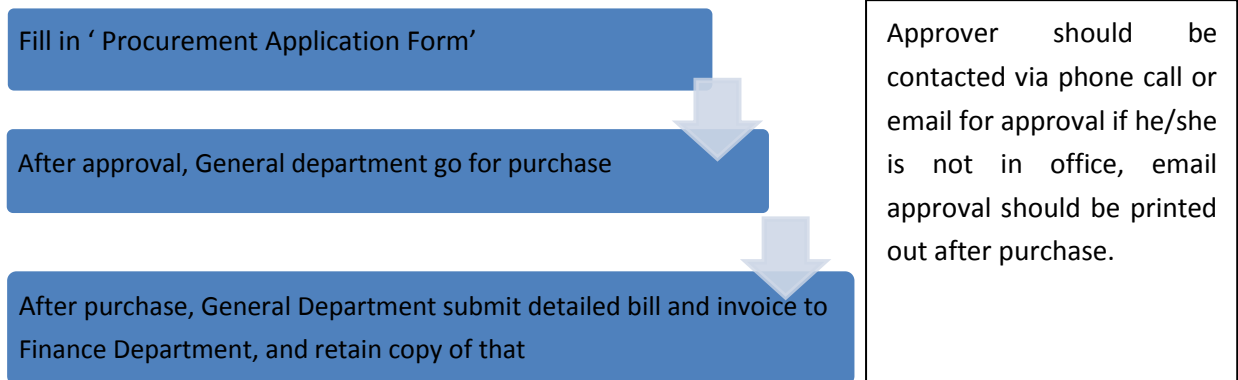
4.1.4. Office Stationery

4.2. Procurement of Office Facility

4.2.1. Use of Petty Cash

4.2.1.1. Finance Department hands out ¥2000 to administrative assistant as petty cash for business expenses, such as office facility procurement, daily maintenance, posting documents, etc.. Administrative assistant submits expense claim weekly or monthly according to expenses amount.

4.2.1.2. If there is any expense of office facility that exceeds the amount of petty cash, 'Procurement Application Form' (see Attachment 1), and then follow procedure as below:



4.2.2. Procurement Plan

The office facilities should be purchased by General Department and the administrative assistant prepare purchase plan at the end of a month according to the inventory, consumption and demand, and conduct purchase and item distribution at the beginning of next month.

4.2.3. Temporary Purchase

4.2.3.1. Temporary needed office facility with small cost can be purchased with petty cash.

4.2.3.2. Temporary needed office facility with large cost should be purchased following procurement process, starting with 'Procurement Application Form' (see Attachment 1).

4.3. Office Facility Management

4.3.1. Office Facility Numbering

Office facilities should be numbered for management. On the day of the office facility delivered, General Department, together with Finance Department, number the facility and establish the list of fixed assets ledger (including: serial number, asset number, asset name, brand, specifications, units, quantity, suppliers,

the original value, purchase date, first use date, user department, administrator, storage site, facility status, notes, etc.).

4.3.2. Numbering Rule: OPT-6 digit three-level number- 3 digit sequential serial number

For example: serial number of the projection equipment in Beijing OPT office is BOPT-020308-001

- BOPT - Company name
- 02 - First level code
- 03- Second level code
- 08- Third level code
- sequential serial number

4.3.3. Office Facility Transfer Management

4.3.3.1. When office facilities will be under rental, rent, lease, loan, mortgage or other conditions, user department should submit report in hard copy, after reviewed by General Department and Finance Department, and finance manager, submitted to board chairman for approval before it can go through the relevant formalities.

4.3.3.2. Internal transfer of office facility should be reported to General Department (administrative assistant) by user or user department, administrative assistant update administrator in company fixed asset ledger list before transfer.

4.3.4. Office Facility Maintenance

Non-human caused damage repair process can refer to 4.2 Office Facilities Procurement (Note: improper management or use caused office facilities damage, loss, the user or direct responsibility to bear economic losses.)

4.3.5. Office Facility Scrap

4.3.5.1. Scrap Audit: The scarp item list submitted by each department should be seriously reviewed, and confirmed that cannot be used again by department manager, signed by board chairman before scrap processing.

4.3.5.2. For the office facility confirmed to be scrapped, administrative assistant should mark the facility as scrapped in company fixed assets ledger.

4.3.5.3. The scrapped office facility should be stored in warehouse for centralized processing, and shall not be discarded arbitrarily.

4.4. Computer Management

4.4.1. Daily Management

On the date of receipt of the company's computer, the computer user should sign in the 'Computer Registration Form' (see Attachment 3), and is responsible for the computer maintenance and keeping from then on.

4.4.2. Cautions

4.4.2.1. All the computer should be locked, even in the office.

4.4.2.2. Business documents should be as paperless as possible with office internet.

4.4.2.3. Company computer cannot be used for entertainment, such as games, movies, etc..

4.4.2.4. Company computer without permission cannot be lent or handed to non-OPT personnel for non-work related purpose.

4.5. Telephone Management

4.5.1. Telephone user is responsible for its management.

4.5.1.1. Each phone call should be as brief as possible, to avoid time and money waste.

4.5.1.2. Company telephones cannot be used for personal affairs.

4.5.1.3. General Department is responsible for contacting Telephone Company for any failure.

4.6. Copy Machine & Printer Management

- 4.6.1. Copy machine and printer are managed by General Department, and cannot be disassembled or moved by other personnel.
- 4.6.2. Copy machine should be turned to original status by pushing 'Clear' button after use, and void copy files should be destroyed immediately.
- 4.6.3. Avoid wasting paper when copy or print.
- 4.6.4. Copied and printer files should be properly stored, and shall not be put in disorder.

4.7. Fax Machine Management

- 4.7.1. Fax machines are managed by General Department, and cannot be disassembled or moved by other personnel.
- 4.7.2. Fax machines cannot be used for phone calls, to ensure fax line available.
- 4.7.3. Fax machine administrator should classify, distribute and destroy all fax files in time.
- 4.7.4. Irrelevant personnel can neither enter fax area, nor read or take any fax without permission.
- 4.7.5. Do not fax personal files or files without approval.

4.8. Business Car Management

- 4.8.1. Use Principle
 - 4.8.1.1. Used by functional departement for business.
 - 4.8.1.2. Used for foreign reception, company activity, emergency, etc..
- 4.8.2. Car Order and Dispatch
 - 4.8.2.1. Administrative assistant is responsible for car dispatch.
 - 4.8.2.2. Department with heavy work load and emergency use has priority for business car use.
 - 4.8.2.3. Applicant for business car use should inform dispatcher one day in advance by phone, mail, or oral,

and explain purpose and time to use the car.

4.8.2.4. For temporary use, dispatcher could deploy business car if available, otherwise applicant may choose other transportation.

4.8.2.5. Dispatcher should check business car application according to use principle, and can only deploy for those complying with the principle.

4.8.3. Daily Management

4.8.3.1. Driver should check the vehicle status before departure, and report to General Department for resolution if find any abnormality.

4.8.3.2. Driver should ensure the vehicle is clean and tidy, and perform maintenance in each quarter (every three months).

4.8.3.3. Driver should fill in the 'Journey Record Form' (see Attachment 4), including: date, driver, journey purpose, journey area, departure time/miles, off-driving time/miles.

4.8.4. Cost Management

4.8.4.1. Driver should use company fuel card for refueling, mark miles number on the fueling invoice, and properly keep the invoice.

4.8.4.2. Expenses for business car daily maintenance can be paid by the petty cash from General Department, and driver should hand in the invoice to administrative assistant for expense claim.

4.8.5. Permission

4.8.5.1. Business car is company property, cannot be lent to any other people.

4.8.5.2. No one is allowed to use business car in evening, weekend, and public holiday without permission, otherwise he/she will be punished accordingly.

5. Meeting Management

5.1. Meeting Classification

- 5.1.1. Company Regular Meeting: 9:00 a.m. Every Monday morning, all the employee in office are requested to attend the meeting (those working abroad or on business are not requested)
- 5.1.2. Department Regular Meeting: all employee of the department are requested to attend the meeting, while meeting time and other attendee depend on department need.
- 5.1.3. Special Meeting: organized by relevant department/personnel for specific topic, such as production management, safety management, business management, staff meeting, meeting time, location, and attendee are decided by organizer.
- 5.1.4. Executive Meeting: all the executives are requested to attend the meeting every quarter, and meeting time and location are discussed by the executives in advance.

5.2. Meeting Notice

Meeting notice should clearly illustrate the meeting time, location, topic and required attendee. If meeting information temporarily change, General Department should inform all the attendee at least one hour before the meeting. Change for executive meeting and department regular meeting can be noticed by the meeting host.

5.3. Meeting Preparation

- 5.3.1. Notice attendee to attend the meeting on time.
- 5.3.2. Arrange conference room 30mins before the meeting, including room layout, equipment check, service supplies preparation,
- 5.3.3. Give guide to meeting attendee.
- 5.3.4. Reception plan should be prepared for important conference, including but not limited to airport pick up, vehicle dispatch, catering, and accommodation.

5.4. Meeting Discipline

- 5.4.1. Attendees need to sign in attendee list (Attachment 5) in hard copy for meeting with attendees more than 10
- 5.4.2. All attendee should arrive in meeting place 5 mins in advance
- 5.4.3. Any attendee who cannot attend the meeting should report to the department manager or meeting host for a leave, otherwise will be regarded as absent or late for the meeting
- 5.4.4. Absence from the meeting without reporting will be regarded as absence for the whole work day.

5.5. Meeting Minutes

- 5.5.1. All attendees should record meeting minutes
- 5.5.2. Meeting minutes should be recorded by assigned personnel, including meeting time, place, and attendee and meeting result, excluding meeting discussion, people who are late or absent for the meeting should be recorded as attachment.

5.6. Supplementary Provision

Regular meeting will be postponed if meeting time conflict with public holidays.

6. Stamp Management

6.1. Definition

The stamp mentioned here is the one used to show authority of company or relevant department in documents with company rights and/or obligation related, such as OPT issued or managed documents, certificates, etc..

6.2. Objective

To enhance company stamp management, including stamp engraving, issuance, custody, use, and disable and invalidation.

6.3. Stamp Classification

- 6.3.1. Company official stamp: after registered in the department of administration for industry and commerce, and local police department, have legal effectiveness. For example: the official stamp of Beijing OPT Technologies Co., Ltd. is with words “Beijing OPT Technologies Co., Ltd.” surrounded by five stars.
- 6.3.2. Company business stamp: represents and exercises certain business content and rights, such as contract stamp, special financial stamp, and invoice stamp, etc..
- 6.3.3. Legal representative stamp: engraved with name of company board chairman, and with legal effectiveness.
- 6.3.4. Countermark: stamp used in a prominent position for prompt purpose, such as “Urgent”, “Secret”, “Top Secret”.

6.4. Stamp Engraving and Use

6.4.1. Application

- 6.4.1.1. Company stamp engraving should be applied by department manager by submitting ‘Stamp Engraving Application Form’ (Attachment 6), including stamp purpose, classification, name, style, etc., to General Department, and after approval of board chairman, shall carry out to engrave the stamp.
- 6.4.1.2. General Department archive the approved ‘Stamp Engraving Application Form’, and issue introduction letter to assigned personnel to government designated institution for stamp engraving.

6.4.2. Engraving

- 6.4.2.1. General Department is responsible for company stamp engraving in compliance with national regulation.
- 6.4.2.2. Stamp style should comply with national regulation: department special stamp should be in

square style, with standardized simplified characters, and material based on industry standards and practices.

6.4.2.3. Engraving of company official stamp, contract stamp, financial stamp, special invoice stamp, should comply with national regulations. The stamp should be engraved and registered in government designated institution. It's strictly prohibited to engrave company stamp in non-government designated institution.

6.4.2.4. Without approval of company chairman, any department or individual shall be allowed to engrave any company stamp. For any stamp engraving without approval, stamp forging, OPT will pursue its legal responsibility, all economic, civil, legal liability shall be taken by responsible person.

6.5. Registration

The engraved stamp should be registered in 'Stamp Registration Card' (Attachment 7) by General Department for permanent company stamp documentation.

6.6. Start Using

Notice should be made by General Department for starting using the stamp, with start using date, issuing department, and scope of use.

6.7. Storage

6.7.1. Department manager should assign designated personnel to keep the department stamp, and submit stamp administrator list to General Department. The stamp administrator should use 'Stamp Using Registration' (Attachment 8) to record if the stamp is not used within the department.

6.7.2. All company stamps should be locked in cabinet, and returned immediately after use. The stamp should be sealed during holidays. If the stamp is found missing or abnormal, the stamp administrator should protect the site properly, and report to the manager, identify the situation immediately.

6.7.3. When the stamp administrator is transferred to new job position or leave the company, he/she

should hand over all the stamp kept before conducting transfer or release procedure. Stamp hand over should be under supervision of the third person, and recorded in 'Stamp Hand Over Application Form' (Attachment 9) which should be signed by related personnel and the supervisor.

6.7.4. The stamp administrator cannot arbitrarily place the stamp or give it to other person. If the he/she need to leave his/her position for a short time, he/she should lock the stamp, and hand over the key to his/her superior or inferior to meet the need of the daily work.

6.7.5. The stamp administrator should regularly check and clean the stamp.

6.8. Use

6.8.1. Documents with more than one page should be stamped with checkmark, modified content should also be stamped.

6.8.2. The stamp cannot stamp on any blank document.

6.8.3. The original documents should be destroyed, and stamp using registration should be done for the revised documents.

6.8.4. The stamp administrator should check the document to be stamped, to ensure its content is consistent with the stamp using registration, and not altered; the stamp should be consistent with the inscription in the right place with clearly.

6.8.5. The stamp administrator cannot get unapproved documents stamped. In special cases, the approval from related manager could be via phone or email for documents stamping, the stamp users should get the documents signed off later.

6.8.6. The stamp administrator should record the stamp used time, used department, user, number of copies, approve, etc. in 'Stamp Using Registration', and regularly fill it.

6.8.7. Any individual is not allowed to bring the stamp out of the company, unless get approval from the manager, but should limit to one day only; the stamp user can only use the stamp for the purpose registered only, and return the stamp back immediately. He/she should take full responsibility during he/she takes the company stamp out.

- 6.8.8. If any losses caused due to careless use of the company stamp, OPT will be held responsible for the personnel, even legal responsibility.
- 6.8.9. When employee needs company introduction letter for personal purposes, the General Department should check strictly and approve for stamping process.

6.9. Scope of Use

6.9.1. Company official stamp is mainly for:

- Documents issued by OPT
- Documents issued by OPT and relevant companies
- Certificate and related material provided by OPT
- OPT financial report
- Company rules, agreement
- Letter of undertaking, commitment and other legal documents

6.9.2. Company contract stamp is mainly for:

- Investment abroad, joint venture, cooperation agreement
- Commercial contracts
- Labor contracts, offer letter, etc.

6.9.3. Legal representative stamp is mainly for:

- Bank signature for cash receipts and payment, transfer and settlement
- Certain contracts
- Appointment documents for high level management personnel

6.9.4. Financial stamp, for the financial expenditure and income certificate signature, is mainly for receipts, bank notes and other related business.

6.9.5. Invoice stamp is mainly for invoice purchase, and invoicing.

6.9.6. Department stamp is used for internal documents/letters, and cannot be used for external files.

6.10. Stamp Invalidation

6.10.1. Stamp using department should report to General Department if:

- Stamp is damaged
- Stamp is lost or stolen
- Stamp is updated

6.10.2. General Department notify OPT personnel about the stamp abnormality, record abnormality on 'Stamp Registration Card', and destroy the stamp if needed.

7. Privacy Management

7.1. Privacy Classification

Company privacy is the information that is unknown to the public, can bring economic benefit to oblige, and protected by oblige. Company privacy is the foundation for OPT to compete in the market, so every OPT employee has obligation to protect company privacy from stealing, leaking, or release. OPT privacy includes but not limited to: technical privacy, commercial privacy, management information and employee privacy.

7.1.1. Technical Privacy

OPT specific knowledge, experience; unique operation module; information or documents including technical information, new technology forecast, patent trend, product formula, and draft, drawing, documents, process during researching, purchased or developed by OPT with independent intellectual property, and unknown to the public.

7.1.2. Commercial Privacy

Information that requested by company partner (distributor/supplier) or client cannot be leaked out, such as partner address, telephone number, etc.. Content in the company business plan, program, intention relating business activity requested privacy; business correspondence relating to business secret; information about the company's assets and liabilities, budget, funding the financial;

information about differences between the company and partner.

7.1.3. Business Management Information

Business management information includes:

Company management rules, internal control system, management methods; business strategy, public relation strategy, business discount, supply information, pricing policy, remuneration payment program, client lists and contact information; client sales strategy, business channel, network extension, training program, and client service proposal; financial information. Items kept private by company according to relevant law or provisions of the agreement.

7.1.4. Employee Privacy

Employee personnel file, salary income, shareholder investment, home phone number, family member, etc.; all OPT employee salary income are private, the employee shall not disclose their own income, nor ask income of other employee.

7.1.5. Privacy Carrier and Communication Media

All kinds of soft copy carrier: CD, disk, tape, electronic documents, e-mail etc.; all kinds of hardcopy carrier: documents, fax, reports, files, registry, guarantee, memo, address book, meeting minutes, draft paper, etc.. Employees are not allowed to steal the carrier, or use communication tools to leak the privacy.

7.2. Privacy Classification

7.2.1. Top Secret

Decision-making documents, product formula, supply information, and production process, that directly affect company rights and profits, are regarded as top secret.

7.2.2. Confidential

Company development plan, financial statement, statistics, important meeting minutes, company operation status are regarded as confidential.

7.2.3. Secret

Company employee personnel files, contract, agreement, employee salary income and other non-released information are regarded as secret.

7.3. Confidentiality Methods

- 7.3.1. When departments need to consult, copy, excerpt, borrow the confidential documents, shall approval completed: top secret file shall be approved by the chairman of the company; confidential documents should be approved by the secret producing department manager and secret keeping department manager; other secrets shall be approved by secret keeping department manager.
- 7.3.2. Confidential files usage should be registered in 'Confidential File Borrow Registration Form' (Attachment 9) by confidential file keeping department.
- 7.3.3. The copy, excerpt or borrowed confidential files should be returned within one working day
- 7.3.4. Confidential files in electronic form should be encrypted, not allowed to copy, any departments need to copy, excerpt, borrow, only allows the use of a print copy.
- 7.3.5. Confidential files can only be transferred via company email, while other email are prohibited.
- 7.3.6. If the confidential files need to provide to third party due to company business need, it should be get approved by company chairman. Confidential contract should be signed if necessary.
- 7.3.7. OPT and the employee sign 'Confidential Agreement' (Attachment 10) in hardcopy, which includes: confidential content and scope; rights and obligations of the two parties; time limit of the agreement; liability for breach contract.
- 7.3.8. OPT implement "Non-Competition" system to forbid senior staff, including management personnel, technical personnel, financial personnel, to set up the company to compete with OPT; take part-time job in competitors; seduce other OPT employees to resign; lure customers from OPT.
- 7.3.9. Contract, agreement with company business secret should contain 'confidential clause' to state confidential obligations. The confidential clause should include: scope of trade secrets; contract

party and any employee, agents of it are subject to confidentiality constraints; the confidentiality obligor cannot: leak the commercial secrets to any third party or use for other purpose without permission, take confidential information, documents, etc. out of confidential area, involve commercial secrets mentioned in his/her public interview or communication with any third party; irrelevant employees cannot access the business secrets; confidential information should be returned once the agreement is terminated; the confidentiality period is still valid after the termination of the contract; breach of confidentiality obligations, should bear a clear responsibility for breach of contract.

7.3.10. IT Principle

- Laptop must be locked
- All computers should set with screen lock, and password with combination of 1 - 0, A - Z or a-z
- Only approved and licensed software can be used
- Ensure the anti-virus software and patches are valid
- Confidential files should be encrypted

7.4. Employee Confidentiality Responsibility

7.4.1. Any employee is not allowed to Fish Company secret which irrelevant to his/her work, nor disclose information to companies without confidentiality obligation.

7.4.2. Strictly follow OPT confidentiality standard to prevent leakage of technical secrets; without the written permission of the company, shall not be engaged in activities by using the confidential technology, shall not use the confidential technology for new research and development.

7.4.3. Shall not allow or assist any person who does not assume the obligation of confidentiality to use OPT secrets.

7.4.4. If find any OPT secrets leaked, no matter whether caused by the employee him/her self, the employee should take effective actions to prevent further disclosure, and report to related responsible department, which should promptly take measures to eliminate the impact of leakage to the company.

7.5. Penalties

Any employee who violates confidentiality agreement shall bear the liability for breach of contract (see Attachment 10).