
CODE OF CONDUCT

1. Adhere to the laws of the People's Republic of China and the relevant regulations outlined in the relevant seminar / training.
2. While the Chinese government upholds the freedom of religion, it is important to note that foreigners are prohibited from distributing religious propaganda material or engaging in activities that aim to recruit followers.
3. In case of an emergency, please promptly inform the staff for immediate assistance.
4. Please ensure the safety of your personal belongings and consider storing them in the hotel if needed.
5. If you have any specific dietary requirements, kindly inform the staff as soon as possible.
6. When visiting scenic spots and historical sites, please be attentive to signs indicating that photography is not allowed.
7. Please observe Chinese laws and Regulations during your stay. Especially the norms of “sexual harassment” can be different from your country’s. Please avoid inappropriate and undesirable situations, which can lead to the termination of your program and draw legal consequences. Acts, conversation, correspondence, emails, gestures that can be construed as harassment must be strictly avoided.
8. You are not allowed to work, because you receive living allowance from China and the purpose of your stay in China is to engage in study / research.
9. Universally courtesy and politeness costs nothing and only earn friends. It is always beneficial to be courteous and polite. Politeness is not a sign of weakness. It shows good breeding, education and upbringing.
10. Female colleagues must be respected. They are fellow officers. Some very basic things shall be considered while interacting with the female colleagues:
 - Generally, as a mark of respect, one should stand when a female enters a room.
 - Personal space should be respected during conversation and a comfortable distance should be maintained.
 - Personal remarks on their dress and appearance should be avoided.
 - Loose language or inappropriate terms should not be used.
 - Inappropriate jokes should not be cracked.

- Hand gestures universally deemed obscene should not be made.
- Staring should be strictly avoided.
- Situations that make female colleagues uncomfortable should be avoided.
- While talking to a female, hands should never be placed in trousers pockets.
- Personal questions should never be asked (age, height, weight, marital status etc).
- Ordinarily, men should open the door for women.
- Females should always precede a male while entering a room.
- Door of a car should be opened for a female colleague.

11. Psychological harassment is against Chinese norms, that shall strictly be avoided:

- a. Persistent, unjustified and unnecessary negative attacks on personal or professional performance;
- b. Manipulation of an employee's personal or professional reputation by rumor, gossip or ridicule;
- c. Offensive comments or behavior relating to the ethnic origin, physical characteristics or religion of an individual;
- d. Exclusion or continued isolation from professional activities;

12. Social media ethics ought to be adhered to with responsibility.

13. **Emergency Calls: 120** for Hospital **119** for Fire Department **110** for Police
