**INSTRUCTIONS:**

**1)** Please edit the translation in the TARGET column directly.

**2)** To comment on a segment, simply create a new MS-Word comment.m

**3)** It is best to edit this file in Normal or Draft view rather than page layout.

**4)** DO NOT alter the ID or SOURCE column text.

**5**) Blank rows should be ignored but not deleted.

**6**) **The following formatting must be maintained throughout:**

* **Paragraph (the number of paragraphs per row must be maintained)**
* **bold**
* **italic**
* **underline**
* **links**
* **lists (bullets and number of items in a list must be maintained)**

**7**) Ctrl+click on an ID in the left hand collumn to view the relevent screen in the online course. Toc ID’s will open the table of contents, ID’s containing \_string\_ have no relevent screen and are not linked.

Global Business Standards: Selected Topics

|  |  |  |
| --- | --- | --- |
| ID | Source | Target |
| [Screen 0](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=1_C_1) [1\_C\_1](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=1_C_1)  | Global Business StandardsSelected TopicsClick the forward arrow. | 全球商业标准精选主题点击前进箭头。 |
| [Screen 1](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=2_C_2) [2\_C\_2](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=2_C_2)  | We do business the right way and are committed to working with healthcare professionals to provide them with timely and accurate information to assist them in making decisions and providing advice to their patients. We can achieve our mission of supporting health only through a truly collaborative approach. | 我们以正确的方式开展业务，致力于与医疗保健专业人士合作，为他们提供及时准确的信息，协助他们做出决定和向患者提供建议。只有通过真诚的合作，我们才有可能实现延续健康的使命。 |
| [Screen 2](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=3_C_3) [3\_C\_3](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=3_C_3)  | Upon completion of this course, you will be able to:* Understand Abbott’s Ethics and Compliance Global Business Standards.
* Apply Abbott’s Ethics and Compliance Global Business Standards.
* Know where to go for help and to get support.
 | 完成本课程后，你将能够：* 了解雅培的《道德与合规全球商业标准》。
* 应用雅培的《道德与合规全球商业标准》。
* 了解寻求帮助并获得支持的途径。

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| [Screen 3](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=4_C_4) [4\_C\_4](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=4_C_4)  | [1] Welcome30 seconds[2] Introduction1 minute[3] Professional Services Arrangements4 minutes[4] Support of Third-Party Programs and Abbott-Organized Programs4 minutes[5] Providing Product at No Charge5 minutes[6] The Impact on Our Business and Our Responsibilities1 minute[7] Knowledge Check5 minutesLearning ProgressThis Topic is now available. | [1] 欢迎30 秒[2] 简介1 分钟[3] 专业服务安排4 分钟[4] 对第三方项目和雅培自办会的支持4 分钟[5] 提供免费的产品5 分钟[6] 对我们的业务和责任的影响1 分钟[7] 知识测验5 分钟学习进度这个主题现在可用。 |
| [Screen 4](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=5_C_5) [5\_C\_5](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=5_C_5)  | Abbott's standards describe general principles regarding our expectations for routine business interactions with external parties, such as healthcare professionals (HCPs), healthcare institutions (HCIs), government officials, retailers, distributors, customers, patients, and consumers.These standards help Abbott employees around the world make the right choices while operating with honesty, fairness, and integrity. | 雅培的标准阐述了雅培与外部各方（例如医疗保健专业人士员 (HCP)、医疗保健机构 (HCI)、政府官员、零售商、经销商、客户、患者和消费者）进行日常商务往来的流的一般原则。这些标准可以帮助世界各地的雅培员工在诚实、公平和诚信经营的同时，做出正确的选择。 |
| [Screen 5](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=6_C_6) [6\_C\_6](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=6_C_6)  | Abbott employees do business the right way by making ethical decisions in connection with our work.First and foremost, at Abbott, we do not inappropriately provide anything of value to get a sale, reward a past sale, or obtain an improper business advantage. | 雅培员工在工作中做出合乎道德的决策，从而以正确的方式开展业务。首先，在雅培，我们不会为了达成销售、酬谢过往达成的销售或谋取不当商业利益而不当提供任何有价物。 |
| [Screen 6](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=7_C_7) [7\_C\_7](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=7_C_7)  | This course was designed to help you apply Abbott’s Ethics and Compliance Global Business Standards in three common business interactions:* Professional Services Arrangements
* Support of Third-Party Programs and Abbott-Organized Programs
* Providing Product at No Charge

It is your responsibility to visit iComply and use the Policy and Form Library to access the ethics and compliance policy and procedure specific to your country, or speak with OEC, for further guidance on these topics. | 本课程旨在帮助你在三种常见的商务往来中遵守雅培的《道德与合规全球商业标准》：* 专业服务安排
* 对第三方项目和雅培自办会的支持
* 提供免费的产品

你有责任访问 iComply，并使用“政策和表单库”查阅你所在国家/地区的道德与合规政策及流程，或者联系商业道德合规部，获取有关这些主题的进一步指导。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=9_C_9) [9\_C\_9](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=9_C_9)  | Professional Services Arrangements are services Abbott obtains from HCPs and others to meet specific, legitimate business needs for information, services, or advice. | 专业服务安排是指雅培从医疗保健专业人士（HCP）和其他服务提供者那里获得信息、服务或建议以满足特定的、合法的业务需求。 |
| [Screen 9](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=10_C_10) [10\_C\_10](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=10_C_10)  | Some of the types of professional services for which we regularly engage HCPs include:* Speaking at promotional speaker programs.
* Participating in advisory board meetings.
* Training others on the appropriate use of Abbott products at Abbott-organized programs.
* Consulting services.
* Participating in market research.
 | 我们定期聘请医疗保健专业人士（HCP）从事的专业服务类型包括：* 在演讲活动中发表学术演讲。
* 参加顾问委员会会议。
* 在雅培自办会中培训他人如何适当适用雅培产品。
* 咨询服务。

参与市场调研。 |
| [Screen 10](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=11_C_11) [11\_C\_11](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=11_C_11)  | There are several general requirements related to Professional Services Arrangements that must be followed.There must be a legitimate business need.Service providers are engaged to meet specific, legitimate business needs for information, services or advice.Service providers must be qualified.We choose service providers based on their experience and expertise related to the services requested, and not based on past (or possible future) use of Abbott products.Compensation must be based on fair market value.Compensation must never exceed the open market value for the service provider’s relevant skillset, expertise and specialty. We must also verify that performance of services has occurred prior to paying for the services. Compensation must be paid by check, wire, or bank transfer.Written documentation must be completed before professional services begin.All Professional Services Arrangements must be documented in a written agreement, in a form approved by Legal, even if the service provider will not be compensated for the services. For document requirements related to specific services, please consult your affiliate’s ethics and compliance policy and procedure. The required forms can be accessed in the Policy and Form Library application in iComply.You must clearly communicate Abbott’s standards.If you are overseeing the professional services engagement, you must communicate to the service provider Abbott’s expectations on meals, travel, and other Abbott standards. And if you anticipate engaging government officials or HCPs who may work for a government agency, seek OEC guidance before engaging them. | 专业服务安排有一些相关的一般要求，必须遵循。必须有合法的业务需求。聘请专业服务提供者是为了获得信息、服务或建议以满足特定的、合法正当的业务需求。专业服务提供者必须具备资格。我们根据所要求的专业服务的相关经验和专业知识选择专业服务提供者，而不是基于过去（或未来可能）使用雅培产品。报酬必须基于市场公允价值。报酬不得超出专业服务提供者相关技能、专业知识和专业领域的市场公允价值。支付服务费用之前，我们还必须核实服务的履行情况。报酬必须通过支票、电汇或银行转账支付。专业服务开始前必须填写书面文件记录。即便专业服务提供者不会获得服务报酬，所有专业服务安排必须以法律部批准的书面协议的形式记录下来。有关特定服务的文档记录要求，请参阅你所在分支机构的道德与合规政策及流程。所需表单可在 iComply 的政策和表单库应用模块中获取。你必须清楚地传达雅培的标准。如果你负责监督专业服务聘用项目，你必须向专业服务提供者传达雅培在餐饮、差旅方面的预期标准以及雅培的其他标准。如果你预计会聘请政府官员或可能为政府机构工作的 医疗保健专业人士（HCP），聘请他们之前请向商业道德合规部寻求指导。 |
| [Screen 11](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=12_C_12) [12\_C\_12](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=12_C_12)  | Engaging a service provider requires the completion of a number of actions before, during, and after the services. | 聘请专业服务提供者需要在提供服务之前、期间和之后完成多项操作。 |
| [Screen 12](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=13_C_13) [13\_C\_13](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=13_C_13)  | Before the services, select the service provider based on defined criteria, such as academic and clinical qualifications and expertise.Complete a fair market value (FMV) analysis.If an FMV exception is needed, you should initiate an exception request in the OEC Exceptions Database.Communicate Abbott's compliance expectations to the service provider and sign the necessary agreements.Professional Services Agreement or Statement of Work (if a Master Services Agreement is in place).Always refer to affiliate ethics and compliance policies and procedures for specific processes, procedures, and documentation requirements that apply to the country in which you are operating. | 在提供服务之前，根据指定标准（例如学术和临床资格和专业知识）选择专业服务提供者。完成市场公允价值 (FMV) 分析。如果需要 FMV的例外，则应在商业道德合规部例外情况数据库中发起例外情况请求。向专业服务提供者传达雅培的合规期望，并签署必要的协议。专业服务协议或工作说明书（如果签订了主服务协议）。始终参考本地分支机构的道德与合规政策及流程，以及你工作所在国家/地区适用的特定流程、程序和文件记录要求。 |
| [Screen 13](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=14_C_14) [14\_C\_14](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=14_C_14)  | During the event, document proof of performance.Examples of documentation may include:* Sign-in sheets
* Meeting minutes
* Photos taken at the event
* A copy of the presentation materials
* Notes from market research feedback
* Other deliverables, if applicable.
 | 在活动期间，履行证明。履行证明文件记录可能包括：* 与会者签到表
* 会议记录
* 在活动中拍摄的照片
* 演讲幻灯片材料的副本
* 市场调研反馈的备注

其他可交付成果（如适用）。 |
| [Screen 14](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=15_C_15) [15\_C\_15](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=15_C_15)  | After the event, make sure the performance of the services has occurred prior to compensating the service provider.Review all invoices and receipts submitted by the service provider for reimbursement.Ensure they are:* Itemized,
* Appropriate, and
* Allowed per the written agreement.

Keep all required documents easily accessible should the engagement be monitored or audited. | 活动结束后，确保专业服务提供者已履行服务，再支付报酬。审核专业服务提供者提交的所有发票和收据，予以报销。确保它们：* 逐项列出，
* 适当的，且
* 符合书面协议。

如果要对此次聘用进行监督或审计，所有必需的文件都要方便查阅。 |
| [Screen 15](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=16_C_16) [16\_C\_16](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=16_C_16)  | Did you know?Some countries may require at least 3 months’ notice for pre-approvals of an HCP contract or a visa prior to travel.Find in iComply the Global Engagement PASSPORT tool that provides guidance on planning, executing, and documenting cross-border engagements.Some countries, for transparency reporting, may require a Cross-Border Engagement Form. Remember that compensation must be calculated based on the HCP’s home country and in the currency of the HCP’s home country. | 你知道吗？为在差旅前预先批准医疗保健专业人士（HCP）合同或签证，一些国家/地区可能要求至少提前三个月通知。请在 iComply 中查找“全球聘用护照”工具，该工具可提供有关规划、执行和记录跨境聘用的指导。为进行透明度报告，某些国家/地区可能需要跨境聘用表。请记住，必须根据医疗保健专业人士（HCP）原国籍/地区和医疗保健专业人士（HCP）原国籍/地区货币计算报酬。 |
| [Screen 16](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=17_C_17) [17\_C\_17](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=17_C_17)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 16](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=18_C_17) [18\_C\_17](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=18_C_17)  | Which of the following is not a requirement for Professional Services Arrangements? | 以下哪项不是专业服务安排的要求？ |
| [Screen 16](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=19_C_17) [19\_C\_17](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=19_C_17)  | Service providers must be chosen based on past use of Abbott products.Arrangements with service providers must be reflected in a written professional services agreement.Compensation for services must not exceed fair market value.The number of service providers retained must be reasonably necessary to perform the services or obtain the information required.Submit | 必须根据过去使用雅培产品的情况选择专业服务提供者。与专业服务提供者之间的专业服务安排必须以书面的专业服务协议来体现。服务报酬不得超过市场公允价值。专业服务提供者的数量必须以正好能提供合理的、必要的专业服务，或获取所需的信息为限。提交 |
| [Screen 16](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=20_C_17) [20\_C\_17](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=20_C_17)  | That's correct!That's not correct!Service providers must be chosen based on defined criteria that are related to the services requested, such as medical expertise and reputation, knowledge and experience, and communication skills (when relevant to the service). They must never be chosen based on past use of Abbott products or in exchange for a commitment to use, recommend, or buy Abbott products in the future. | 正确！不正确！必须根据所要求的服务的相关选择标准，例如医疗专长、声誉、知识和经验以及（与服务相关的）沟通表达能力，选择专业服务提供者。不得基于过去使用雅培产品或为了将来使用、推荐或购买雅培产品的承诺而选择专业服务提供者。 |
| [Screen 17](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=21_C_18) [21\_C\_18](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=21_C_18)  |  |  |
| [Screen 17](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=22_C_18) [22\_C\_18](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=22_C_18)  | How does Abbott determine payment for HCP services performed? | 雅培如何确定医疗保健专业人士（HCP）专业服务的费用？ |
| [Screen 17](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=23_C_18) [23\_C\_18](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=23_C_18)  | Payment is determined based on the service provider’s current rate.Compensation is based on how many Abbott products they have purchased.A fair market value is determined based on the service provider’s expertise and experience.Compensation is determined by the value of Abbott’s past, present, or future business with the service provider.Submit | 费用根据专业服务提供者的现价确定。报酬取决于他们购买了多少雅培产品。市场公允价值是根据专业服务提供者的专业知识和经验决定的。报酬是根据专业服务提供者过去、现在或未来对雅培的商业价值决定的。提交 |
| [Screen 17](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=24_C_18) [24\_C\_18](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=24_C_18)  | That's correct!That's not correct!Compensation for services must not exceed fair market value and may not be based on the volume or value of Abbott’s past, present, or future business with the service provider or any related institution. Consult with OEC before engaging government officials and calculating FMV for non-HCPs. | 正确！不正确！专业服务的报酬不得超出市场公允价值，也不得以雅培过去、现在或将来在专业服务提供者或任何相关机构的业务量或价值为依据。聘用政府官员和计算非医疗保健专业人士（HCP）的 FMV 之前，请咨询商业道德合规部。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=25_C_19) [25\_C\_19](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=25_C_19)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=26_C_19) [26\_C\_19](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=26_C_19)  | Professional Services ArrangementsProfessional Services Arrangements are services Abbott obtains from HCPs and others to meet specific, legitimate business needs for information, services, or advice. | 专业服务安排专业服务安排是指雅培从医疗保健专业人士（HCP）和其他服务提供者那里获得信息、服务或建议以满足特定的、合法的业务需求。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=27_C_19) [27\_C\_19](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=27_C_19)  | General RequirementsGeneral Requirements include:* Legitimate need
* Qualifications of provider
* Fair market value for services
* Written documentation
 | 一般要求一般要求包括：* 合法的需求
* 服务提供者的资格
* 服务提供的市场公允价值
* 书面文件记录
 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=28_C_19) [28\_C\_19](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=28_C_19)  | Process for Engaging a Service ProviderEngaging a service provider requires the completion of a number of actions before, during, and after the service. | 聘用专业服务提供者的流程聘请专业服务提供者需要在提供服务之前、期间和之后完成多项操作。 |
| [Screen 20](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=30_C_21) [30\_C\_21](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=30_C_21)  | Abbott may provide support for Third-Party and Abbott-Organized Programs, such as:* Plant tours/site visits.
* Educational grants.
* Commercial sponsorships.
* Direct sponsorships to attend educational conferences, as permitted in affiliate ethics and compliance policies.
 | 雅培能够为第三方项目和雅培自办会提供支持，例如：* 雅培工厂/实地参观。
* 教育资助。
* 参会赞助。

直接赞助参加教育会议，在分支机构的商业道德与合规政策允许的情况下。 |
| [Screen 21](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=31_C_22) [31\_C\_22](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=31_C_22)  | In some affiliates, Abbott may sponsor HCPs and others to attend third party educational, scientific, and public policy conferences and meetings, with the goal of advancing science and improving health outcomes.Refer to your local ethics and compliance policy and procedure for what types of sponsorships are permitted in your country. | 在某些地区的分支机构，雅培可以赞助医疗保健专业人士（HCP）和其他人参加意在推进科学发展、改善人们健康状况的第三方教育、科学和公共政策大会和会议。有关你所在国家/地区允许的赞助类型，请参阅你当地的商业道德与合规政策及流程。 |
| [Screen 22](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=32_C_23) [32\_C\_23](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=32_C_23)  | Abbott may provide fellowships, scholarships, and other educational grants to healthcare institutions (HCIs), training institutions, professional societies, or similar organizations involved in medical or scientific education. | 雅培可能会向医疗保健机构(HCI)、培训机构、专业协会或参与医学或科学教育的类似组织提供助学金、奖学金和其他教育资助。 |
| [Screen 23](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=33_C_24) [33\_C\_24](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=33_C_24)  | Educational grants must be used only for educational/research purposes.Abbott must not select or provide input on individuals selected to receive support. Refer to your local ethics and compliance policy and procedures for a full list of requirements specific to your country. | 教育资助只能用于教育/研究。雅培不得选择接受资助的个人，也不得对接受资助个人的选择提供意见。请参阅你当地的商业道德与合规政策及流程，详细了解你所在国家/地区的具体要求。 |
| [Screen 24](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=34_C_25) [34\_C\_25](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=34_C_25)  | Abbott may purchase commercial sponsorship packages to support third party educational, scientific, and public policy conferences, programs, or meetings that have the purpose of advancing science and improving health outcomes. | 雅培可能会采购参会赞助计划来支持意在推动科学发展、提高医疗水平的第三方教育、科学和公共政策会议、项目或会议。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=35_C_26) [35\_C\_26](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=35_C_26)  | In exchange for the funding, Abbott may receive exhibit booth space, satellite symposia, and/or other promotional commitments. | 雅培可能会用资金来换取展位空间、卫星会和/或其他推广承诺。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=36_C_27) [36\_C\_27](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=36_C_27)  | Support for a third-party meeting must not be provided to an individual.Likewise, Abbott may not sponsor standalone entertainment events. Refer to your local ethics and compliance policy and procedures for a full list of requirements specific to your country. | 对第三方会议的支持不得赞助个人。同样，雅培不得赞助个人娱乐活动。请参阅你当地的商业道德与合规政策及流程，详细了解你所在国家/地区的具体要求。 |
| [Screen 27](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=37_C_28) [37\_C\_28](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=37_C_28)  | Abbott may organize speaker programs and other events (e.g. symposia and proctorships) aimed at training and educating HCPs and other stakeholders, delivered by contracted HCPs, third party vendors, or Abbott personnel.The primary purpose of such programs must be to educate HCPs on the safe and effective use of Abbott products and medical technologies. | 雅培可以组织讲者项目和其他活动（例如专题讨论会和手术指导），对医疗保健专业人士（HCP）和其他利益相关方进行培训和教育，这些活动由签约的医疗保健专业人士（HCP）、第三方供应商或雅培人员提供。此类项目的主要目的必须是就如何安全有效使用雅培产品和医疗技术，对医疗保健专业人士（HCP）进行教育。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=38_C_29) [38\_C\_29](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=38_C_29)  | The advertisement or promotion of Abbott products may not be the primary purpose of an Abbott-organized program.Refer to your local ethics and compliance policy and procedures for a full list of requirements specific to your country. | 为雅培产品打广告、做宣传可能并非雅培自办会的主要目的。请参阅你当地的商业道德与合规政策及流程，详细了解你所在国家/地区的具体要求。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=39_C_30) [39\_C\_30](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=39_C_30)  | Abbott may invite current and prospective customers and others, as needed, to evaluate Abbott products that cannot be easily moved, or to evaluate our manufacturing facilities to better understand quality processes, manufacturing capacity, and product or plant characteristics.Consult with OEC to determine if any pre-approvals and applications are needed before offering to host an HCP on a plant tour or site visit. | 必要时，雅培可邀请现有和潜在客户和其他人员对不便移动的雅培产品或生产设施进行评估，以更好地了解质量流程、产能和产品或工厂的特点。在邀请医疗保健专业人士（HCP）进行雅培工厂或实地参观之前，请咨询商业道德合规部，确定是否需要事先批准和申请。 |
| [Screen 30](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=40_C_31) [40\_C\_31](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=40_C_31)  | Particular caution must be taken with government officials.Before any plant tour or site visit by a government official, including those who are HCPs, ensure that the government employee is permitted to attend and the employer’s policies and procedures are followed, including any restrictions on Abbott providing anything of value. | 尤其要谨慎对待政府官员。在政府官员（包括作为医疗保健专业人士（HCP）的政府官员）进行任何工厂或实地参观前，确保政府官员是允许参观的并遵守政府规定的政策及流程，包括限制雅培提供任何有价物的规定。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=41_C_32) [41\_C\_32](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=41_C_32)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 31](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=42_C_32) [42\_C\_32](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=42_C_32)  | Abbott may not provide support for: | 雅培不得支持： |
| [Screen 31](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=43_C_32) [43\_C\_32](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=43_C_32)  | Satellite symposia.Fellowships and scholarships.Educational grants.Standalone entertainment events.Submit | 卫星会。助学金和奖学金。教育资助。个人娱乐活动。提交 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=44_C_32) [44\_C\_32](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=44_C_32)  | That's correct!That's not correct!Abbott may provide financial support or funding for third party educational, scientific, and public policy conferences, programs, or meetings that have the purpose of advancing science and improving health outcomes. Support must not be provided to an individual. Consult with OEC if you are unsure whether a third-party meeting support is appropriate. | 正确！不正确！雅培可为意在推动科学发展、提高医疗水平的第三方教育、科学和公共政策会议、项目或会议提供财务支持或资金。不得向个人提供赞助支持。如果你不确定某项第三方会议支持是否合适，请咨询商业道德合规部。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=45_C_33) [45\_C\_33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=45_C_33)  |  |  |
| [Screen 32](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=46_C_33) [46\_C\_33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=46_C_33)  | Which of the following is not an appropriate primary purpose for an Abbott-organized program? | 以下哪一项不是雅培自办会的主要目的？ |
| [Screen 32](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=47_C_33) [47\_C\_33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=47_C_33)  | To advance science.To improve health outcomes and patient care.To educate on the safe and effective use of Abbott products.To advertise or promote Abbott products.Submit | 推动科学发展。提高医疗水平和患者护理。就如何安全有效地使用雅培产品进行教育。宣传或推广雅培产品。提交 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=48_C_33) [48\_C\_33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=48_C_33)  | That's correct!That's not correct!The primary purpose of such programs must be to educate HCPs on the safe and effective use of Abbott products and medical technologies. The advertisement or promotion of Abbott products may not be the primary purpose of an Abbott-organized program. | 正确！不正确！此类项目的主要目的必须是就如何安全有效地使用雅培产品和医疗技术对医疗保健专业人士（HCP）进行教育。为雅培产品打广告、做宣传可能并非雅培自办会的主要目的。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=49_C_34) [49\_C\_34](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=49_C_34)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=50_C_34) [50\_C\_34](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=50_C_34)  | Direct SponsorshipsIn some affiliates, Abbott may sponsor HCPs and others to attend third party educational, scientific, and public policy conferences and meetings, with the goal of advancing science and improving health outcomes. Refer to your local ethics and compliance policy and procedures for a full list of requirements specific to your country. | 直接赞助在某些分支机构，雅培可以赞助医疗保健专业人士（HCP）和其他人员参加意在推动科学发展、提高医疗水平的第三方教育、科学和公共政策会议和其他会议。请参阅你当地的商业道德与合规政策及流程，详细了解你所在国家/地区的具体要求。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=51_C_34) [51\_C\_34](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=51_C_34)  | Educational GrantsAbbott may provide fellowships, scholarships, and other educational grants to HCIs, training institutions, professional societies, or similar organizations involved in medical or scientific education. Refer to your local ethics and compliance policy and procedures for a full list of requirements specific to your country. | 教育资助雅培可以向医疗保健机构（HCI）、培训机构、专业学会或参与医学或科学教育的类似组织提供助学金、奖学金和其他教育资助。请参阅你当地的商业道德与合规政策及流程，详细了解你所在国家/地区的具体要求。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=52_C_34) [52\_C\_34](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=52_C_34)  | Commercial SponsorshipsAbbott may purchase commercial sponsorship packages to support third party educational, scientific, and public policy conferences, programs, or meetings that have the purpose of advancing science and improving health outcomes. Refer to your local ethics and compliance policy and procedures for a full list of requirements specific to your country. | 参会赞助雅培可能会采购参会赞助计划来支持意在推动科学发展、提高医疗水平的第三方教育、科学和公共政策会议、项目或会议。请参阅你当地的商业道德与合规政策及流程，详细了解你所在国家/地区的具体要求。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=53_C_34) [53\_C\_34](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=53_C_34)  | Abbott-Organized ProgramsAbbott may organize speaker programs and other events aimed at training and educating HCPs and other stakeholders, delivered by contracted HCPs, third party vendors, or Abbott personnel. Refer to your local ethics and compliance policy and procedures for a full list of requirements specific to your country. | 雅培自办会雅培可以组织讲者项目和其他活动，对医疗保健专业人士（HCP）和其他利益相关方进行培训和教育，这些活动由签约的医疗保健专业人士（HCP）、第三方供应商或雅培人员提供。请参阅你当地的商业道德与合规政策及流程，详细了解你所在国家/地区的具体要求。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=54_C_34) [54\_C\_34](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=54_C_34)  | Plat Tours / Site VisitsAbbott may invite current and prospective customers and others, as needed, to evaluate Abbott products that cannot be easily moved, or to evaluate our manufacturing facilities to better understand quality processes, manufacturing capacity, and product or plant characteristics. Refer to your local ethics and compliance policy and procedures for a full list of requirements specific to your country. | 雅培工厂/实地参观必要时，雅培可邀请现有和潜在客户和其他人员对不便移动的雅培产品或生产设施进行评估，以更好地了解质量流程、产能和产品或工厂的特点。请参阅你当地的商务道德与合规政策及流程，详细了解你所在国家/地区的具体要求。 |
| [Screen 35](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=56_C_36) [56\_C\_36](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=56_C_36)  | Abbott may provide Abbott product to HCPs, customers, consumers, and others free of charge for legitimate business purposes.These purposes include demonstration, evaluation, as a replacement item, and for HCPs in training. | 雅培可以出于正当商业目的，向医疗医疗保健专业人士（HCP）、客户、消费者和其他人免费提供雅培产品。这些目的包括演示、评估、退换以及向医疗保健专业人士（HCP）进行培训。 |
| [Screen 36](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=57_C_37) [57\_C\_37](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=57_C_37)  | No charge product should never be provided as an improper incentive.Provision of no charge product is subject to local requirements in affiliates’ ethics and compliance policies and procedures. For detailed requirements, including required documentation, please visit iComply or contact your local OEC representative. | 不得将免费产品作为不正当的奖励来提供。提供免费产品须遵守当地分支机构的商业道德与合规政策及流程中的要求。有关详细的要求，包括所需的文件，请访问 iComply 或联系你当地的商业道德合规部代表。 |
| [Screen 37](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=58_C_38) [58\_C\_38](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=58_C_38)  | Products for sampling and evaluation include:* Product Samples
* Single-use Evaluation Products
* Multiple-use Evaluation Products.

Product SamplesProduct samples are products, often available through retail or trade channels, provided for trial or evaluation by patients or consumers (e.g. diabetes test strips and nutritional products).Single-use Evaluation ProductsSingle-use evaluation products include no charge product used during an HCP’s diagnosis or treatment of an individual patient, which are provided to an HCP or HCI for evaluation. Examples include:* Medical devices or diagnostics used for only one patient.
* Single-use accessories, disposables, and consumables used with medical device equipment.
* Reagents, test cartridges, and consumables used with diagnostic instruments and equipment.

Multiple-use Evaluation ProductsMultiple-use evaluation products include no charge product provided to an HCP or HCI for trial or evaluation, and which may be used to treat multiple patients. Multiple-use evaluation products must be labeled or identified as belonging to Abbott throughout the trial period. Examples include:* Imaging equipment, instruments, and software.
* Surgical equipment.
* Diagnostic and medical device instruments and equipment.
 | 样品和评估产品包括：* 样品
* 单次使用的评估产品
* 多次使用的评估产品

样品样品是指通常通过零售或贸易渠道提供供患者或消费者试用或评估的免费产品（例如糖尿病试纸和营养品）。单次使用的评估产品单次使用的评估产品包括医疗保健专业人士（HCP）在诊断或治疗单个患者时使用的免费产品，提供给医疗保健专业人士（HCP）或医疗保健机构（HCI）以进行评估。。示例包括：* 仅可用于一位患者的医疗器械或诊断产品。
* 与医疗器械设备搭配使用的一次性配件、一次性用品和耗材。
* 与诊断设备搭配使用的试剂、检测试剂盒和耗材。

多次使用的评估产品多次使用的评估产品包括提供给医疗保健专业人士（HCP）或医疗保健机构（HCI） 试验或评估的免费产品，可用于治疗多位患者。在评估期间，多次使用的评估产品必须贴有表明其所有权归属于雅培的标签或标识。示例包括：* 成像设备，仪器和软件。
* 手术设备。
* 诊断和医疗器械仪器和设备。
 |
| [Screen 38](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=59_C_39) [59\_C\_39](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=59_C_39)  | There are several important requirements related to products for sampling and evaluation.The quantity of samples provided must be reasonable and based on the intended use of the product.Check local policies for specific limits.The time period for the evaluation of multiple-use evaluation products must be reasonable and limited in duration.At the end of the trial period, such products must be either purchased by the customer, returned to Abbott, or destroyed (at Abbott’s preference).Multiple-use evaluation products must be labeled or identified as belonging to Abbott throughout the trial period.Abbott must inform the recipient that the product is being provided free of charge and must not be resold.That is, the product should not be billed, charged, sold, or traded to any third-party, including any insurer or managed care or government reimbursement program. | 样品和评估产品有几个重要要求。所提供的样品数量必须合理，并应根据产品预期用途为依据来判断是否合理。请查看当地政策，了解具体限制。多次使用的评估产品的评估期限必须合理且有限。评估期结束时，客户必须或者购买该产品、或者将其退还给雅培或是销毁（按雅培优先选择的方式）。在整个评估期间，多次使用的评估产品必须贴有表明其所有权归属于雅培的标签或标识。雅培必须告知接受方，产品是免费提供的，不得转售。即不得向任何第三方开票、收费、出售或交易，包括任何保险公司、管理医疗组织或政府报销项目。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=60_C_40) [60\_C\_40](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=60_C_40)  | Another category of no charge product includes products used for demonstrations and for HCPs in training.Demonstration ProductsDemonstration products are provided to an HCP or an HCI to demonstrate, educate, or train patients, consumers or HCPs on the use of our products.Demonstration products are also provided to Abbott representatives to demonstrate, educate or train an HCP or an HCI on the use of the products.Products for HCPs in TrainingProducts for HCPs in training are provided to educational institutions or programs for training or education of HCPs in training. | 另一类免费产品包括演示产品和 医疗保健专业人士（HCP）培训产品。演示产品向医疗保健专业人士（HCP）或医疗保健机构（HCI）提供的演示产品，用于演示、教育或培训患者或消费者或医疗保健专业人士如何使用该产品。也会为雅培代表提供演示产品，供雅培代表演示、教育或培训医疗保健专业人士（HCP）或医疗保健机构（HCI）如何使用该产品。医疗保健专业人士培训产品向教育机构或教育项目提供的用于培训 医疗保健专业人士（HCP）的培训产品。 |
| [Screen 40](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=61_C_41) [61\_C\_41](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=61_C_41)  | There are several important requirements related to demonstration products and products for HCPs in training.Demonstration products and products for HCPs in training should be identified as being for demonstration or educational use and not for use in patient care.The quantity of the products provided at no charge must be reasonable and limited to what the recipient needs for the particular demonstration, educational, or training purpose.The recipients of the products must be informed and agree that they will not charge any third party for the products and will not sell the products. | 演示产品和 医疗保健专业人士（HCP）培训产品有几项重要要求。演示产品和 医疗保健专业人士（HCP）培训产品应确定用于演示或教育，不可用于患者护理。免费提供的产品数量必须合理，以实现接收方具体的演示、教育或培训目的为限。必须向产品接受方告知，并且他们必须同意，他们不得向任何第三方收取产品费用，也不得销售该免费产品。 |
| [Screen 41](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=62_C_42) [62\_C\_42](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=62_C_42)  | A replacement product is a product provided to customers to replace an Abbott product, usually in connection with a warranty or other quality or service concern. | 退换产品是为替换某个雅培产品而向客户提供的产品，通常涉及保修、其他质量问题或服务问题。 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=63_C_43) [63\_C\_43](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=63_C_43)  | Abbott may provide a replacement product to customers at no charge to replace a new or unused Abbott product when the customer has agreed to discard or return the previous product provided, or to replace a used product based on a warranty or defect. | 如客户同意丢弃或退回之前提供的产品，雅培可免费向客户提供退换产品来更换新的或未使用的雅培产品，或者根据保修或缺陷更换使用过的产品。 |
| [Screen 43](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=64_C_44) [64\_C\_44](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=64_C_44)  | There are several important requirements related to replacement products.* The replacement should typically be on a unit-for-unit basis.
* The recipient should be informed that billing for the product is not permitted if the original product being replaced has already been billed.
* The reason for the replacement transaction must be documented in writing.
* The product must comply with all relevant quality and packaging requirements.
 | 退换产品有几个重要要求。* 通常应以一对一的方式提供退换。
* 应告知接受方，如果所更换的原产品已开票，则退换的产品不可开票。
* 必须书面形式记录退换产品的原因。
* 退换产品必须符合所有相关的产品质量和包装要求。
 |
| [Screen 44](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=65_C_45) [65\_C\_45](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=65_C_45)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 44](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=66_C_45) [66\_C\_45](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=66_C_45)  | For which business purposes may Abbott provide product at no charge to HCPs, HCIs, customers, consumers, and others?Select all that apply. | 雅培可以出于哪些商业目的向 医疗保健专业人士（HCP）、医疗保健机构（HCI）、客户、消费者和其他人提供免费产品？请选择所有符合条件的选项。 |
| [Screen 44](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=67_C_45) [67\_C\_45](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=67_C_45)  | To evaluate the efficacy and performance of the productTo educate or train patients or consumers on the use of the productTo replace the product due to quality or service concernsTo encourage HCPs, customers, consumers, and others to use the product more frequently or to purchase more of the productSubmit | 评估产品的功效和性能对患者或消费者进行产品使用方面的教育或培训因质量或服务问题而换货鼓励医疗保健专业人士（HCP）、客户、消费者和其他人经常使用产品或购买更多产品提交 |
| [Screen 44](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=68_C_45) [68\_C\_45](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=68_C_45)  | That's correct!That's not correct!Where allowed under local laws, regulations, and industry codes, Abbott may provide product at no charge to HCPs, HCIs, customers, consumers, and others to evaluate the efficacy and performance of the product, to educate or train patients or consumers on the use of the product, or to replace the product due to quality or service concerns. Abbott never provides a product at no charge to encourage HCPs, customers, consumers, and others to use the product more frequently or to purchase more of the product. | 正确！不正确！在当地法律、法规和行业规范允许的情况下，雅培可以免费向医疗保健专业人士（HCP）、医疗保健机构（HCI）、客户、消费者和其他人提供产品，用以评估产品的功效和性能，对患者或消费者进行产品使用方面的教育或培训，或因质量或服务问题而退还产品。雅培绝不会为了鼓励医疗保健专业人士（HCP）、客户、消费者和其他人经常使用产品或购买更多产品而免费提供产品。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=69_C_46) [69\_C\_46](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=69_C_46)  |  |  |
| [Screen 45](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=70_C_46) [70\_C\_46](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=70_C_46)  | What should a customer do with their Abbott multiple-use evaluation product at the end of the evaluation period? | 评估期结束时，客户应该如何处理雅培多次使用的评估产品？ |
| [Screen 45](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=71_C_46) [71\_C\_46](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=71_C_46)  | Keep the evaluation product without purchasing, leasing, or contracting for the product.Give the product to another employee at the customer’s company.If the customer doesn’t want to purchase, lease or otherwise contract for the product, follow Abbott’s direction on whether to return the product or destroy it.Sell the instrument to a third party.Submit | 可以保留评估产品，无需购买、租赁或签订产品合同。将产品交给客户公司的其他员工。如果接收方拒绝购买、租赁或以其他方式就此产品签订协议，则必须按照雅培的要求或及时将该产品退还给雅培，或确认已销毁该产品。将仪器出售给第三方。提交 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=72_C_46) [72\_C\_46](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=72_C_46)  | That's correct!That's not correct!Abbott must retain ownership of the multiple-use evaluation product during the trial period, and if the customer declines to purchase, lease, or otherwise contract for the product, it must be promptly returned to Abbott (or confirmed as destroyed, at Abbott’s preference) at the end of the trial period. | 正确！不正确！产品评估期间，雅培必须保留对该多次使用的评估产品的所有权，如果接收方拒绝购买、租赁或以其他方式就此产品签订协议，则必须在评估期结束时及时将该产品退还给雅培（或按雅培的要求，确认已销毁该产品）。 |
| [Screen 46](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=73_C_47) [73\_C\_47](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=73_C_47)  |  |  |
| [Screen 46](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=74_C_47) [74\_C\_47](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=74_C_47)  | If I want to give an Abbott product at no charge to a customer for a reason not listed in my local affiliate ethics and compliance policy, what should I do? | 如果我想给客户提供雅培的免费产品，但原因并不在当地分支机构的商业道德与合规政策允许的范围内，应该怎么做？ |
| [Screen 46](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=75_C_47) [75\_C\_47](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=75_C_47)  | Distribute the product free of charge to the customer.Obtain approval from my manager only.Draft a new procedure around the no charge product distribution.Consult with local OEC on the possible new no charge product program.Submit | 向客户免费分发产品。仅需获得我的经理批准。对提供免费产品设计新的计划流程。咨询当地商业道德合规部，了解可适用的提供免费产品新项目计划。提交 |
| [Screen 46](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=76_C_47) [76\_C\_47](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=76_C_47)  | That's correct!That's not correct!The provision of no charge product must follow the procedures for the stated categories. No charge programs that fall outside our ethics and compliance policies and procedures may only be implemented with the prior review and approval of OEC and may require a policy exception. | 正确！不正确！免费产品的提供必须遵守规定类别的流程要求。超出当地商业道德与合规政策和流程要求的免费产品提供项目，只有事先获得商业道德合规部审核与批准之后才可实施政策及流程。 |
| [Screen 47](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=77_C_48) [77\_C\_48](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=77_C_48)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 47](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=78_C_48) [78\_C\_48](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=78_C_48)  | Providing Product at No ChargeAbbott may provide Abbott product to HCPs, customers, consumers, and others free of charge for legitimate business purposes. Provision of no charge product is subject to local requirements in affiliates’ ethics and compliance policies and procedures. | 提供免费产品雅培可以出于正当商业目的，向医疗保健专业人士、客户、消费者和其他人免费提供雅培产品。提供免费产品须遵守当地分支机构商业道德与合规政策及流程中的要求。 |
| [Screen 47](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=79_C_48) [79\_C\_48](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=79_C_48)  | Products for Sampling and EvaluationProducts for sampling and evaluation include:* Product Samples
* Single-use Evaluation Products
* Multiple-use Evaluation Products.

Visit iComply or contact your local OEC representative for detailed requirements. | 样品和评估产品样品和评估产品包括：* 样品
* 单次使用的评估产品
* 多次使用的评估产品。

有关详细要求，请访问 iComply 或联系你当地的商业道德合规部代表。 |
| [Screen 47](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=80_C_48) [80\_C\_48](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=80_C_48)  | Demonstration Products and Products for HCPs in TrainingVisit iComply or contact your local OEC representative for detailed requirements related to demonstration products and products for HCPs in training. | 演示产品和 医疗保健专业人士（HCP）培训产品有关演示产品和 医疗保健专业人士（HCP）培训产品的详细要求，请访问 iComply 或联系你当地的商业道德合规部代表。 |
| [Screen 47](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=81_C_48) [81\_C\_48](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=81_C_48)  | Replacement ProductsAbbott may provide a replacement product to customers at no charge to replace a new or unused Abbott product when the customer has agreed to discard or return the previous product provided, or to replace a used product based on a warranty or defect. Visit iComply or contact your local OEC representative for detailed requirements. | 退换产品如客户同意丢弃或退回之前提供的产品，雅培可免费向客户提供退换产品来更换新的或未使用的雅培产品，或者根据保修或产品缺陷更换使用过的产品。有关详细要求，请访问 iComply 或联系你当地的商业道德合规部代表。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=83_C_50) [83\_C\_50](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=83_C_50)  | Abbott’s Ethics and Compliance Global Business Standards define our expectations for conducting business the right way around the world. You are responsible for ensuring activities comply with our Global Business Standards as well as with local laws and regulations. | 雅培的《道德与合规全球商业标准》阐明了我们对在世界各地以正确的方式开展业务的期望。你有责任确保各项活动符合我们的《全球商业标准》以及当地的法律法规。 |
| [Screen 50](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=84_C_51) [84\_C\_51](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=84_C_51)  | Visit [iComply](https://icomply.abbott.com/) to get started and locate the specific policies and procedures relevant to your country.* Use the Policy and Form Library to access the documents associated with a country and/or division.
* Use Global Passport to access resources including the [HCP Cross-Border Engagement Form](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/Passport/Documents/Cross-Border_Engagement_Form.pdf).
 | 请先访问 [iComply](https://icomply.abbott.com/)，找到与你所在国家/地区相关的具体政策及流程。* 使用“政策和表单库”访问与各个国家/地区和/或部门相关的文件。

使用“全球护照”访问各种资源，包括 [HCP 跨境聘用表](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/Passport/Documents/Cross-Border_Engagement_Form.pdf)。 |
| [Screen 51](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=85_C_52) [85\_C\_52](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=85_C_52)  | If your local policies or procedures do not address a particular question that you have about a proposed business interaction, do not assume that the interaction is permitted.Contact OEC if you feel unsure about a particular process or transaction. | 如果你当地的政策或流程均未明确阐述与您计划开展的业务交流相关的具体问题，请勿假定该业务交流已得到允许。如果你对具体的流程或交易有疑惑，请联系商业道德合规部。 |
| [Screen 52](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=86_C_53) [86\_C\_53](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=86_C_53)  | Take a moment to confirm your agreement with the statements below.I will apply Abbott’s Ethics and Compliance Global Business Standards in my business interactions.I know that I can locate ethics and compliance policies on [iComply](https://icomply.abbott.com/).I know what to do to get help and support.Confirm | 花点时间确认你同意下述声明。我会在业务交流中遵守雅培的《道德与合规全球商业标准》。我知道，我可以在 [iComply](https://icomply.abbott.com/) 上找到道德与合规政策。我知道如何寻求帮助和支持。确认 |
| [Screen 53](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=87_C_54) [87\_C\_54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=87_C_54)  | The Knowledge Check that follows consists of 10 questions. You must score 80% or higher to successfully complete this course.WHEN YOU ARE READY, CLICK THE KNOWLEDGE CHECK BUTTON. | 随后的知识检查部分含 10 道题。你必须达到 80% 或以上的正确率才能成功通过本课程测验。做好准备后，请点击“知识检查”按钮。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=88_C_55) [88\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=88_C_55)  | [1] Professional Services Arrangements are used to meet specific, legitimate business needs for information, services, or advice and all required documentation must be completed before any professional services can begin. | [1] 专业服务安排是指用于满足特定的、合法的业务需求从而获得的信息、服务或建议。在专业服务开展之前，必须完成所有必要的书面文件签署。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=89_C_55) [89\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=89_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=90_C_55) [90\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=90_C_55)  | [2] FalseNext | [2] 错下一页 |
| Screen 54Question 1: Feedback91\_C\_55 | Professional Services Arrangements are services Abbott obtains from HCPs and others to meet specific, legitimate business needs for information, services, or advice. All Professional Services Arrangements must be documented in a written agreement, in a form approved by Legal. | 专业服务安排是指雅培从医疗保健专业人士（HCP）和其他服务提供者那里获得信息、服务或建议以满足特定的、合法的业务需求。所有专业服务安排必须以法律部批准的书面协议形式记录下来。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=92_C_55) [92\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=92_C_55)  | [2] Professional Services Arrangements must only be documented if compensation is provided for the services. | [2] 专业服务安排只有在提供有偿服务时，才需要签署书面协议作为记录。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=93_C_55) [93\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=93_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=94_C_55) [94\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=94_C_55)  | [2] FalseNext | [2] 错下一页 |
| Screen 54Question 2: Feedback95\_C\_55 | All Professional Services Arrangements must be documented in a written agreement, in a form approved by Legal, even if the service provider will not be compensated for the services. For document requirements related to specific services, please consult your affiliate’s ethics and compliance policy and procedure. The required forms can be accessed in the Policy and Form Library application in iComply. | 即便专业服务提供者不会获得服务报酬，所有专业服务安排必须以法律部批准的书面协议形式记录下来。有关特定服务的书面协议记录要求，请参阅你所在分支机构的商业道德与合规政策及流程。所需表单可在 iComply 的政策和表单库应用模块中获取。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=96_C_55) [96\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=96_C_55)  | [3] Abbott cannot receive sponsorship packages in exchange for providing financial support for third-party conferences, programs, or meetings. | [3] 雅培不能通过为第三方大会、项目或会议提供财务支持从而换取赞助项目。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=97_C_55) [97\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=97_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=98_C_55) [98\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=98_C_55)  | [2] FalseNext | [2] 错下一页 |
| Screen 54Question 3: Feedback99\_C\_55 | Abbott may purchase commercial sponsorship packages to support third party educational, scientific, and public policy conferences, programs, or meetings that have the purpose of advancing science and improving health outcomes. Refer to your local ethics and compliance policy and procedures for a full list of requirements specific to your country. | 雅培可能会采购参会赞助项目来支持意在推动科学发展、提高医疗水平的第三方教育、科学和公共政策会议、项目或会议。请参阅你当地的道德与合规政策及流程，详细了解你所在国家/地区的具体要求。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=100_C_55) [100\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=100_C_55)  | [4] Abbott may organize product training and education programs to educate HCPs on the safe and effective use of Abbott products and medical technologies. | [4] 雅培可以组织产品培训和教育活动，向医疗保健专业人士（HCP）教授如何安全有效地使用雅培产品和医疗技术。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=101_C_55) [101\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=101_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=102_C_55) [102\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=102_C_55)  | [2] FalseNext | [2] 错下一页 |
| Screen 54Question 4: Feedback103\_C\_55 | Abbott may organize speaker programs and other events (e.g. symposia and proctorships) aimed at training and educating HCPs and other stakeholders, delivered by contracted HCPs, third party vendors, or Abbott personnel. The primary purpose of such programs must be to educate HCPs on the safe and effective use of Abbott products and medical technologies. | 雅培可以组织讲者项目和其他活动（例如专题讨论会和手术指导），对医疗保健专业人士（HCP）和其他利益相关方进行培训和宣传教育，这些活动由签约的医疗保健专业人士（HCP）、第三方供应商或雅培人员提供。此类项目的主要目的必须是就如何安全有效使用雅培产品和医疗技术，对医疗保健专业人士（HCP）进行教育。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=104_C_55) [104\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=104_C_55)  | [5] Abbott may provide product to HCPs, customers, consumers, and others free of charge for legitimate business purposes. | [5] 雅培可以出于正当商业目的，向 HCP、客户、消费者和其他人免费提供雅培产品。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=105_C_55) [105\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=105_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=106_C_55) [106\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=106_C_55)  | [2] FalseNext | [2] 错下一页 |
| Screen 54Question 5: Feedback107\_C\_55 | Where allowed under local laws, regulations, and industry codes, Abbott may provide product at no charge to HCPs, HCIs, customers, consumers, and others to evaluate the efficacy and performance of the product, to educate or train patients or consumers on the use of the product, or to replace the product due to quality or service concerns. | 在当地法律、法规和行业规范允许的情况下，雅培可以免费向医疗保健专业人士（HCP）、医疗保健机构（HCI）、客户、消费者和其他人提供产品，用以评估产品的功能和性能，对患者或消费者进行产品使用方面的教育或培训，或因质量或服务问题而退换产品。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=108_C_55) [108\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=108_C_55)  | [6] No charge product provided by Abbott to an HCP can be sold after the intended evaluation or demonstration is finished. | [6] 完成预期的评估或演示后，可将雅培向医疗保健专业人士（HCP） 提供的免费产品出售。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=109_C_55) [109\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=109_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=110_C_55) [110\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=110_C_55)  | [2] FalseNext | [2] 错下一页 |
| Screen 54Question 6: Feedback111\_C\_55 | Abbott must inform the recipient that the product is being provided free of charge and must not be sold. The product should not be billed, charged, sold, or traded to any third-party, including any insurer or managed care or government reimbursement program. | 雅培必须告知产品接受方，产品是免费提供的，并且不得转售。不得向任何第三方开票、收费、出售或交易，包括任何保险公司、管理医疗组织或政府报销项目。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=112_C_55) [112\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=112_C_55)  | [7] Recipients of no charge product may trade the products to third parties, such as insurers, managed care organizations, or government reimbursement programs. | [7] 免费产品的接受方可以将产品交易给第三方，如保险公司、管理医疗组织或政府报销项目。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=113_C_55) [113\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=113_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=114_C_55) [114\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=114_C_55)  | [2] FalseNext | [2] 错下一页 |
| Screen 54Question 7: Feedback115\_C\_55 | Product provided free of charge should not be billed, charged, sold, or traded to any third-party, including any insurer or managed care or government reimbursement program. | 免费提供的产品不得向任何第三方开票、收费、出售或交易，包括任何保险公司、管理医疗组织或政府报销项目。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=116_C_55) [116\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=116_C_55)  | [8] Demonstration products and products for HCPs to use in training can also be used for patient care. | [8] 演示产品和 医疗保健专业人士（HCP）培训产品也可用于患者护理。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=117_C_55) [117\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=117_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=118_C_55) [118\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=118_C_55)  | [2] FalseNext | [2] 错下一页 |
| Screen 54Question 8: Feedback119\_C\_55 | Demonstration products and products for HCPs in training should be identified as being for demonstration or educational use and not for use in patient care. | 演示产品和 医疗保健专业人士（HCP）培训产品应确定用于演示或教育，不可用于患者护理。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=120_C_55) [120\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=120_C_55)  | [9] Replacement products should typically be provided to customers in bulk. | [9] 退换产品通常应批量提供给客户。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=121_C_55) [121\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=121_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=122_C_55) [122\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=122_C_55)  | [2] FalseNext | [2] 错下一页 |
| Screen 54Question 9: Feedback123\_C\_55 | There are several important requirements related to replacement products: the replacement should typically be on a unit-for-unit basis, the recipient should be informed that billing for the product is not permitted if the original product being replaced has already been billed, the reason for the replacement transaction must be documented in writing and the product must comply with all relevant quality and packaging requirements. | 退换产品有几项重要要求：通常应以一对一的方式提供退还；应告知接受方，如果所更换的原产品已开票，则退换产品不可开票；必须书面形式记录退换产品的原因；退换产品必须符合所有相关的产品质量和包装要求。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=124_C_55) [124\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=124_C_55)  | [10] An Abbott sales representative can provide unlimited Abbott products at no charge to HCPs. | [10] 雅培销售代表可以无限量向医疗保健专业人士（HCP）提供雅培的免费产品。 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=125_C_55) [125\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=125_C_55)  | [1] True | [1] 对 |
| [Screen 54](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=126_C_55) [126\_C\_55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=126_C_55)  | [2] FalseSubmit | [2] 错提交 |
| Screen 54Question 10: Feedback127\_C\_55 | The quantity of the products provided at no charge must be reasonable and limited to what the recipient needs for the particular demonstration, educational, or training purpose. | 免费提供的产品数量必须合理，以实现接收方具体的演示、教育或培训目的为限。 |
| [Screen 55](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=128_C_56) [128\_C\_56](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=128_C_56)  | No results are available, as you have not completed the Knowledge Check.Congratulations! You have successfully passed the Knowledge Check.Please review your results below by clicking on each question.Once you’re done, click the forward arrow to take a short survey.Sorry, you did not pass the Knowledge Check. Take a few minutes to review your results below by clicking on each question.When you are done, click the Retake button. | 你尚未通过知识检查，无法查看结果。恭喜！你已顺利通过知识检查。请点击问题，在下方查看你的测验结果。完成后，请点击前进箭头，参加一个简短调查。抱歉，你未通过知识检查。请点击各个问题，在下方查看你的测验结果。完成后，请点击重新测验按钮。 |
| [Screen 57](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=135_C_200) [135\_C\_200](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=135_C_200)  | Where to Get Help | 获取帮助的途径 |
| [Screen 57](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=136_C_200) [136\_C\_200](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=136_C_200)  | MANAGER OR SUPERVISORIf you have a question or need guidance about potential concerns involving the Global Standards, speak with your manager. | 经理或主管如果对涉及全球标准的潜在问题有疑问或需要指导，请与你的经理沟通。 |
| [Screen 57](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=137_C_200) [137\_C\_200](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=137_C_200)  | WRITTEN STANDARDSVisit [iComply](https://icomply.abbott.com/Default.aspx) and use the Policy and Form Library to access the ethics and compliance policy and procedure specific to your country for further guidance.For our company’s fundamental set of expectations about interactions with others, consult our [Code of Business Conduct](http://www.abbott.com/investors/governance/code-of-business-conduct.html). | 书面标准访问 [iComply](https://icomply.abbott.com/Default.aspx)，并使用“政策和表单库”查阅你所在国家/地区的商业道德与合规政策及流程，获取进一步指导。关于本公司对与他人互动设定的基本预期，请查阅我们的[《商业行为准则》](http://www.abbott.com/investors/governance/code-of-business-conduct.html)。 |
| [Screen 57](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=138_C_200) [138\_C\_200](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=138_C_200)  | Office of Ethics and Compliance (OEC)The OEC is a corporate resource available to address your compliance questions or concerns.* Visit the [Contact OEC](https://icomply.abbott.com/Apps/ComplianceContacts/) page on the [OEC website](https://abbott.sharepoint.com/sites/AW-Ethics_Compliance) on Abbott World.
* Visit [Speak Up](http://speakup.abbott.com/) to voice your concerns about potential violations of our Code of Business Conduct or policies. [Speak Up](http://speakup.abbott.com/) is available globally, 24/7 in multiple languages.
* You can also email investigations@abbott.com.
 | 商业道德合规部 (OEC)商业道德合规部作为公司资源，可帮助你解决你在合规方面的问题或疑虑。* 访问“雅培全球”[商业道德合规部网站](https://abbott.sharepoint.com/sites/AW-Ethics_Compliance)上的[联系商业道德合规部](https://icomply.abbott.com/Apps/ComplianceContacts/)页面。
* 访问 [Speak Up](http://speakup.abbott.com/)，表达你对可能违反我们的《商业行为准则》或政策的疑虑。[Speak Up](http://speakup.abbott.com/) 在全球全天候以多种语言提供服务。

你还可发送电子邮件至investigations@abbott.com。 |
| [Screen 57](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=139_C_200) [139\_C\_200](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=139_C_200)  | Legal DivisionIf you have questions about laws and regulations that govern our relationships with customers and business partners, the Legal Division can assist you. Click [here](https://abbott.sharepoint.com/sites/AW-Abbott-Legal/SitePages/lho.aspx) to access the Legal home page on Abbott World. | 法律部如果对管辖我们与客户和业务合作伙伴关系的法律法规有疑问，法律部可以为你提供帮助。点击[此处](https://abbott.sharepoint.com/sites/AW-Abbott-Legal/SitePages/lho.aspx)，访问“雅培全球”上的法律部主页。 |
| [Screen 57](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=140_C_200) [140\_C\_200](http://www.learnex.co.uk/test/AbbottProServices/courses/EN-US/course/index.html?showScreen=140_C_200)  | Course ResourcesTranscriptClick [here](file:///C%3A/dev/AbbottProServices/courses/EN-US/translation/reference/Transcript.pdf) for a full transcript of the course | 课程资源录音文稿点击[此处](file:///C%3A/dev/AbbottProServices/courses/EN-US/translation/reference/Transcript.pdf)，查看本课程的脚本全文 |
| 141\_toc\_1 | Welcome | 欢迎 |
| 142\_toc\_2 | Global Business Standards: Selected Topics | 全球商业标准：精选主题 |
| 143\_toc\_3 | Our Philosophy | 我们的理念 |
| 144\_toc\_4 | Objectives | 目的 |
| 145\_toc\_5 | Table of Contents | 目录 |
| 146\_toc\_6 | Introduction | 介绍 |
| 147\_toc\_7 | Overview | 概述 |
| 148\_toc\_8 | Topics Covered in this Course | 本课程涵盖的主题 |
| 149\_toc\_9 | Table of Contents | 目录 |
| 150\_toc\_10 | Professional Services Arrangements | 专业服务安排 |
| 151\_toc\_11 | What are Professional Services Arrangements | 什么是专业服务安排 |
| 152\_toc\_12 | General Requirements | 一般要求 |
| 153\_toc\_13 | Process for Engaging Service Providers | 专业服务提供者聘用流程 |
| 154\_toc\_14 | Quick Check | 快速查看 |
| 155\_toc\_15 | Review | 复习 |
| 156\_toc\_16 | Table of Contents | 目录 |
| 157\_toc\_17 | Support of Third-Party Programs and Abbott-Organized Programs | 对第三方项目和雅培自办会的支持 |
| 158\_toc\_18 | Introduction | 介绍 |
| 159\_toc\_19 | Direct Sponsorships | 直接赞助 |
| 160\_toc\_20 | Educational Grants | 教育资助 |
| 161\_toc\_21 | Commercial Sponsorships | 参会赞助 |
| 162\_toc\_22 | Abbott-Organized Programs | 雅培自办会 |
| 163\_toc\_23 | Plant Tours / Site Visits | 雅培工厂/实地参观 |
| 164\_toc\_24 | Quick Check | 快速查看 |
| 165\_toc\_25 | Review | 复习 |
| 166\_toc\_26 | Table of Contents | 目录 |
| 167\_toc\_27 | Providing Product at No Charge | 提供免费产品 |
| 168\_toc\_28 | Introduction | 介绍 |
| 169\_toc\_29 | Products for Sampling and Evaluation | 样品和评估产品 |
| 170\_toc\_30 | Demonstration Products and Products for HCPs in Training | 演示产品和 医疗保健专业人士（HCP）培训产品 |
| 171\_toc\_31 | Replacement Products | 退换产品 |
| 172\_toc\_32 | Quick Check | 快速查看 |
| 173\_toc\_33 | Review | 复习 |
| 174\_toc\_34 | Table of Contents | 目录 |
| 175\_toc\_35 | The Impact on Our Business and Our Responsibilities | 对我们的业务和责任的影响 |
| 176\_toc\_36 | Your Responsibilities | 你的责任 |
| 177\_toc\_37 | Your Commitment | 你的承诺 |
| 178\_toc\_38 | Knowledge Check | 知识检查 |
| 179\_toc\_39 | Introduction | 介绍 |
| 180\_toc\_40 | Assessment | 评估 |
| 181\_toc\_41 | Feedback | 反馈 |
| 182\_toc\_42 | Survey | 调查 |
| 183\_string\_1 | The Course cannot contact the LMS. Click 'OK' to continue and review the course. Note, Course Certification may not be available. Click 'Cancel' to exit  | 本课程无法联系 LMS。点击“确定”继续复习本课程。注意：课程认证可能不可用。点击“取消”退出  |
| 184\_string\_2 | All questions remain unanswered | 所有问题均未回答 |
| 185\_string\_3 | Questions | 问题 |
| 186\_string\_4 | Question | 问题 |
| 187\_string\_5 | not answered | 未回答 |
| 188\_string\_6 | That's correct! | 正确！ |
| 189\_string\_7 | That's not correct! | 不正确！ |
| 190\_string\_8 | Feedback:  | 反馈： |
| 191\_string\_9 | Global Business Standards: Selected Topics | 全球商业标准：精选主题 |
| 192\_string\_10 | Knowledge Check | 知识检查 |
| 193\_string\_11 | Submit | 提交 |
| 194\_string\_12 | Retake | 重新测验 |
| 195\_string\_13 | Course Description: This course was designed to help you apply our Office of Ethics and Compliance (OEC) Global Business Standards in common business interactions that occur while engaging in professional services arrangements, providing product at no charge, and training and education support. | 课程描述：本课程旨在帮助你在参与专业服务安排、提供免费产品以及培训和教育支持这些常见的业务交流中，遵守雅培商业道德合规部 (OEC) 的《全球商业标准》。 |
| 196\_string\_14 | Menu | 菜单 |
| 197\_string\_15 | Resources | 资源 |
| 198\_string\_16 | Reference Material | 参考资料 |
| 199\_string\_17 | Audio | 音频 |
| 200\_string\_18 | Exit | 退出 |
| 201\_string\_19 | Close | 关闭 |
| 202\_string\_20 | Comment... | 点评…… |

Compliant Business Communications

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| ID | Source | Target |
| [Screen 0](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=1_C_1) [1\_C\_1](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=1_C_1)  | Compliant Business CommunicationsClick the forward arrow. | 合规商务沟通点击前进箭头。 |
| [Screen 1](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=2_C_2) [2\_C\_2](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=2_C_2)  | In today's business environment, where people are connected globally 24/7, compliant business communication is more important than ever.This course will explain how we can communicate ethically, responsibly, and professionally. | 在当今的商务环境中，人们时时刻刻都在进行着全球范围的通讯活动，合规商务沟通前变得日益重要。本课程将介绍如何进行符合商业道德、负责任且专业的沟通。 |
| [Screen 2](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=3_C_3) [3\_C\_3](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=3_C_3)  | Upon completion of this course, you will be able to:* Select the most appropriate method for communicating your message.
* Recognize that communications may last longer than we expect and may be viewed by people outside our intended audience.
* Use clear, precise, unambiguous language in business communications.
* Regulate your tone and emotions to avoid misunderstandings.
* Know where to go for help and support.
 | 完成本课程后，你将能够：* 选择最合适的消息交流方式。
* 认识到沟通持续的时间可能比我们预期的要长，而且目标受众以外的人也可能会看到。
* 在商务沟通中使用清晰、准确、明确的语言。
* 调节自己的语气和情绪，避免误解。
* 了解寻求帮助和支持的途径。
 |
| [Screen 3](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=4_C_4) [4\_C\_4](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=4_C_4)  | [1] Welcome1 minute[2] Communicating Responsibly2 minutes[3] Communication Channels & Tools14 minutes[4] Crafting Your Message Properly4 minutes[5] Your Commitment30 seconds[6] Knowledge Check5 minutesLearning ProgressThis Topic is now available. | [1] 欢迎1 分钟[2] 负责任地沟通2 分钟[3] 沟通渠道和工具14 分钟[4] 正确表述信息4 分钟[5] 你的承诺30 秒[6] 知识检查5 分钟学习进度这个主题现在可用。 |
| [Screen 4](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=5_C_5) [5\_C\_5](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=5_C_5)  | In your daily role, you are likely to communicate with colleagues and external contacts in a variety of different ways. | 在日常工作中，你可能会通过各种方式与同事和外部联系人沟通。 |
| [Screen 5](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=6_C_6) [6\_C\_6](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=6_C_6)  | To communicate effectively, it is important to use the right communication channel for the right audience.You also need to think about the content of the message you are sharing, and the device you are using to send it. | 为了有效沟通，使用正确的沟通渠道与对应的受众沟通非常重要。你还需要考虑你要共享的消息内容以及用于发送消息的设备。 |
| [Screen 6](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=7_C_7) [7\_C\_7](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=7_C_7)  | Remember, digital messages can last for many years and may remain public even if you attempt to delete or modify them.Therefore, it is crucial to always communicate appropriately. | 请记住，数字信息可以保存多年，即使你试图删除或修改，仍可能会一直保持公开。因此，始终保持恰当的沟通至关重要。 |
| [Screen 7](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=8_C_8) [8\_C\_8](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=8_C_8)  | Here are some important things to consider before you communicate. | 以下是沟通前需要考虑的一些重要事项。 |
| [Screen 7](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=9_C_8) [9\_C\_8](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=9_C_8)  | Always ask yourself:* Is this an internal or an external audience?
* Is this an engagement with media or external speaking engagement?
* Does the audience speak the same language?
* Is this going to an individual or a group of people?
* Is this going to a customer or someone else?
 | 始终问问自己：* 这是内部受众还是外部受众？
* 这是与媒体互动还是参加外部演讲活动？
* 受众是否说同一种语言？
* 这是给某个人的还是给一群人？
* 这是面向客户还是其他人？
 |
| [Screen 7](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=10_C_8) [10\_C\_8](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=10_C_8)  | Consider the sensitivity of what you are communicating.Whenever possible, conduct sensitive discussions in person or over the phone to ensure effective communication and avoid misunderstandings. | 考虑沟通内容的敏感性。尽可能面对面或通过电话讨论敏感话题，确保有效沟通且避免误解。 |
| [Screen 7](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=11_C_8) [11\_C\_8](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=11_C_8)  | Always consider whether you are using the right communication tool.Message retention is particularly important on email, Teams chats, text messages, and other platforms as they are more likely to be retained and read again at a later date. | 始终考虑你使用的沟通工具是否适合。电子邮件、Teams 聊天、文本消息和其他平台上的信息保存尤为重要，原因在于它们更有可能被留存，供以后再次查阅。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=12_C_9) [12\_C\_9](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=12_C_9)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=13_C_9) [13\_C\_9](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=13_C_9)  | Why Communicating Responsibly is ImportantDigital messages can last for many years and may remain public even if you attempt to delete or modify them. | 负责任地沟通为何如此很重要数字信息可以保存多年，即使你试图删除或修改，仍可能会一直保持公开。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=14_C_9) [14\_C\_9](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=14_C_9)  | What You Need to ConsiderBefore you communicate always consider:* The audience of your communication,
* The content of what you are communicating, and
* Whether you are using the right communication tool.
 | 你需要考虑的事项沟通前，请始终考虑：* 沟通的受众，
* 你所沟通的内容以及
* 你使用的沟通工具是否适合。
 |
| [Screen 10](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=16_C_11) [16\_C\_11](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=16_C_11)  | Abbott has an email system that is useful for everyday business communication like answering customer questions and updating colleagues. | 雅培有一个电子邮件系统，对于日常商务沟通（例如回答客户的问题、更新工作人员的资料）非常有用。 |
| [Screen 11](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=17_C_12) [17\_C\_12](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=17_C_12)  | Be careful and consider your audience when sending sensitive or highly confidential information like strategic plans or financial data.If you need to send this kind of information, consider using secure email or the Do Not Forward function. | 发送战略计划或财务数据等敏感信息或高度机密的信息时要谨慎，并考虑你的受众。如需发送此类信息，请考虑使用安全电子邮件或“请勿转发”功能。 |
| [Screen 12](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=18_C_13) [18\_C\_13](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=18_C_13)  | Virtual meetings such as conference calls and video conferences offer multiple benefits, but they also present risks.In particular, they are not as secure as face-to-face communications, especially if being recorded either by Abbott or a third party. | 电话会议和视频会议等虚拟会议有很多优势，但也存在风险。尤其是它们不像面对面沟通那样安全，特别是当它由雅培或第三方录制的话。 |
| [Screen 13](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=19_C_14) [19\_C\_14](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=19_C_14)  | When are virtual meetings/video calls most appropriate?Virtual meetings and video calls are appropriate for complex issues or discussions that require a significant amount of history and context. These conversations are best when they occur in real time. | 什么时候进行虚拟会议/视频通话最合适？虚拟会议和视频通话适合需要大量历史资料和背景信息的复杂问题或讨论。这些对话最好实时进行。 |
| [Screen 14](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=20_C_15) [20\_C\_15](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=20_C_15)  | What are some important things to consider?It is not appropriate to discuss or share sensitive or highly confidential information on a recorded call. Recording conference calls, video or voice calls, or meetings is prohibited, except for when expressly authorized in accordance with the Abbott Acceptable Technology Use Policy. | 需要考虑哪些重要事项？不可在录音通话中讨论或共享敏感信息或高度机密的信息。除非按照雅培可接受的技术使用政策获得明确授权，否则禁止录制电话会议、视频或语音通话或会议。 |
| [Screen 15](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=21_C_16) [21\_C\_16](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=21_C_16)  | Instant messaging, text messaging, and voice messages are popular forms of communication, but are not appropriate for all business communications. | 即时通讯、文本消息和语音消息是流行的通信形式，但并不适合所有商务沟通。 |
| [Screen 16](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=22_C_17) [22\_C\_17](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=22_C_17)  | When is it appropriate to use instant messaging?Instant messaging tools are appropriate for providing colleagues with scheduling or availability updates and other brief administrative communications. | 什么时候适合使用即时通讯？即时通讯工具适用于向同事提供日程沟通、可安排日程更新以及其他简短的行政沟通。 |
| [Screen 17](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=23_C_18) [23\_C\_18](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=23_C_18)  | What are some important things to consider?Do not use instant messaging apps (such as WhatsApp or Teams Chat), text messages (such as SMS/iMessage), voicemail, and other short-lived messaging platforms for substantive business communication.This includes discussions about decisions, strategy, products, sales, pricing, manufacturing, research and development, confidential information, or anything that needs to be retained for legal or regulatory reasons. | 需要考虑哪些重要事项？请勿使用即时通讯应用程序（如 WhatsApp 或 Teams Chat）、文本消息（如 SMS/iMessage）、语音邮箱和其他短时通讯平台进行实质性的商务沟通。其中包括讨论决策、战略、产品、销售、定价、制造、研发、机密信息，或出于法律或监管原因需要保留的任何内容。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=24_C_19) [24\_C\_19](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=24_C_19)  | Effective reputation management requires anticipation, discipline, and preparedness in the context of the current and ever-changing external environment.We are mindful in selecting how, where and when Abbott and Abbott personnel participate in external speaking engagements and conferences, engage with media, and participate in podcasts and other external activities. | 为了进行有效的声誉管理，需要在当前和不断变化的外部环境中进行预测、遵纪守法并做好准备。我们慎重选择雅培和雅培人员参加外部演讲活动和会议、与媒体互动以及参加播客和其他外部活动的方式、地点和时间。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=25_C_20) [25\_C\_20](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=25_C_20)  | External and media engagements include interviews with journalists, speaking engagements, social media and influencer campaigns, podcasts, vendor/supplier endorsements, employee-authored articles, and photography at Abbott sites.CLICK FORWARD TO SEE THE GENERAL RULES OF EXTERNAL ENGAGEMENT IN ACCORDANCE WITH ABBOTT’S EXTERNAL COMMUNICATION POLICY. | 对外接洽和媒体互动包括接受记者采访、演讲、社交媒体和有影响力人士的活动、播客、供货商/供应商背书、员工撰写的文章和雅培工厂的照片。点击前进箭头，查看符合雅培外部沟通政策的对外接洽一般规则。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=26_C_20) [26\_C\_20](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=26_C_20)  | Spokespeople/Interviews/Podcasts* Only approved Abbott media-trained personnel can be spokespeople for Abbott
* Public Affairs determines and approves who will be the Abbott personnel spokesperson in all scenarios.
* All media interview requests must be directed to Public Affairs for evaluation.
* Public Affairs personnel must be present during all media interviews, including podcasts.
 | 发言人/采访/播客* 只有经过批准、训练有素的雅培媒体人员才能成为雅培的发言人
* 由公共事务部决定并批准在所有场合谁来担任雅培的发言人。
* 所有媒体采访请求都必须交由公共事务部评估。
* 所有媒体采访，包括播客，都必须有公共事务部的人员在场。
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| [Screen 19](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=27_C_20) [27\_C\_20](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=27_C_20)  | Speaking Engagements/External Awards Nominations/Presentations/Conferences* External speaking engagements by Abbott personnel must be approved by Public Affairs before accepting an invitation to speak.
* Participation of Abbott personnel must be strategic and offer benefit to Abbott - not just to the individual.
* Public Affairs reserves the right to cancel participation of anyone speaking on behalf of Abbott from public events if proper process was not followed and/or if the participation is perceived to cause potential reputational risk.
 | 演讲活动/外部奖项提名/展示/会议* 雅培人员接受外部演讲活动的邀请**之前**，须经公共事务部批准。
* 参与的雅培人员必须具有战略性意识，并让雅培从中受益，而不仅仅是为了个人利益。
* 如不遵循适当的流程和/或认为此次参与会造成潜在的声誉风险，公共事务部保留取消代表雅培发言的人员参与公共活动的权利。
 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=28_C_20) [28\_C\_20](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=28_C_20)  | Endorsements/Advocacy Initiatives* Abbott personnel participation in vendor/supplier promotional and/or endorsement opportunities (Abbott’s name/logo may not be used by vendors on promotional materials, press releases or presentations) is not allowed.
* Local market policy/advocacy initiatives must have been previously reviewed by Public Affairs.
 | 背书/宣传活动* 不允许雅培人员参与供货商/供应商的宣传和/或背书机会（供应商不得在宣传材料、新闻稿或演示文稿上使用雅培的名称/商标）。
* 当地市场政策/宣传活动必须事先经过公共事务部审查。
 |
| [Screen 20](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=29_C_20b) [29\_C\_20b](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=29_C_20b)  | Take a moment to confirm your agreement with the statement below.I confirm that I read and understood the Public Affairs Policies PA-001, PA-002, PA-006, and MKT05 and that I will comply with these policies.To review Public Affairs Policy PA-001, PA-002, PA-006, and MKT05 please click the following links.[PA-001](https://abbottmfiles.oneabbott.com/openfile.aspx?v=3E4088E6-D40A-4DA2-90B9-76B55D51A390/object/0/2748842/9/file/2674147/6&showopendialog=0) [PA-003](https://abbottmfiles.oneabbott.com/openfile.aspx?v=3E4088E6-D40A-4DA2-90B9-76B55D51A390/object/0/3530882/6/file/3423377/4&showopendialog=0) [PA-006](http://abbottmfiles.oneabbott.com/Default.aspx#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=PA-006&01_p100=107&02_p39=131&showopendialog=0) [MKT05](https://abbottmfiles.oneabbott.com/Default.aspx#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=MKT05&01_p100=107&02_p39=131&showopendialog=0) CONFIRM | 花点时间确认你同意以下声明。我确认，我已阅读并理解公共事务政策 PA-001、PA-002、PA-006 和 MKT05，并遵守这些政策。如需查看公共事务政策 PA-001、PA-002、PA-006 和 MKT05，请点击以下链接。[PA-001](https://abbottmfiles.oneabbott.com/openfile.aspx?v=3E4088E6-D40A-4DA2-90B9-76B55D51A390/object/0/2748842/9/file/2674147/6&showopendialog=0) [PA-003](https://abbottmfiles.oneabbott.com/openfile.aspx?v=3E4088E6-D40A-4DA2-90B9-76B55D51A390/object/0/3530882/6/file/3423377/4&showopendialog=0) [PA-006](http://abbottmfiles.oneabbott.com/Default.aspx#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=PA-006&01_p100=107&02_p39=131&showopendialog=0) [MKT05](https://abbottmfiles.oneabbott.com/Default.aspx#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=MKT05&01_p100=107&02_p39=131&showopendialog=0) 确认 |
| [Screen 21](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=30_C_21) [30\_C\_21](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=30_C_21)  | Social media gives us a unique opportunity for direct online interactions, collaboration, and information-sharing with customers, consumers, patients, other Abbott employees, and the public.But there are also some important risks to consider. | 社交媒体为我们提供了一个与客户、消费者、患者、其他雅培员工和公众直接进行在线互动、协作和信息共享的独特机会。但也需要考虑一些重大风险。 |
| [Screen 22](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=31_C_22) [31\_C\_22](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=31_C_22)  | What are those risks?Because interactions on social media are quick, dynamic, forever stored and have the potential to go viral, communications shared through this channel can be misconstrued on a broader scale. As a result, improper use of social media can represent a significant legal and reputational risk to Abbott. | 有哪些风险呢？由于社交媒体上的互动是快速、动态、永久存储的，而且有可能像病毒一样散播，通过该渠道共享的信息可能会被众人误解。因此，不当使用社交媒体可能对雅培造成重大的法律和声誉风险。 |
| [Screen 23](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=32_C_23) [32\_C\_23](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=32_C_23)  | Can I talk about Abbott online?When talking about Abbott, its brands, or its products online, be sure to clearly disclose your connection to Abbott, even in your personal communications.This helps ensure that everyone understands you have a vested interest in Abbott. We recommend you use a hashtag at the end of your post to disclose your connection to Abbott, and use statements such as: "Check out my company’s new …!" or "I work for Abbott and am excited about our new campaign."Avoid giving the impression that you are an official Abbott spokesperson when sharing official Abbott content. | 我可以在网上谈论雅培吗？在网上谈论雅培、雅培品牌或雅培产品时，即便是在你的私人沟通中，也一定要清楚地披露你与雅培的关系。这有助于确保每个人都知道你在雅培拥有既得利益。我们建议你在帖子末尾使用标签来披露你与雅培的关系，并使用以下表述：“请看看我公司的新……！”或者“我为雅培工作，我们的新活动让我很心动。”在分享雅培官方内容时，避免给人留下你是雅培官方发言人的印象。 |
| [Screen 24](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=33_C_24) [33\_C\_24](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=33_C_24)  | What are my Responsibilities?You are personally responsible for views and content you publish on personal social media channels. If you mention Abbott or its products in personal social media, follow the Social Media Guidelines for Employees.Personal social media behavior can impact Abbott's reputation, regardless of the subject matter, and posts may remain public, even if you attempt to delete or modify them later. Abbott reserves the right to observe employees' use of internal and external social media. | 我的职责是什么？你对自己在个人社交媒体渠道上发布的观点和内容负责。如果你在个人社交媒体上提到雅培或其产品，请遵循员工社交媒体指南。无论是什么主题，个人社交媒体行为都可能影响雅培的声誉，即便你随后试图删除或修改，仍可能会一直保持公开。雅培保留监督员工使用内部和外部社交媒体的权利。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=34_C_25) [34\_C\_25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=34_C_25)  | Here are some important things to consider when choosing the most appropriate communication channel. | 选择最合适的沟通渠道时，请考虑下列重要事项。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=35_C_25) [35\_C\_25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=35_C_25)  | Controlling the messageConsider how much control you are likely to have over your message once it is sent. We often don't realize how many people might be able to see or share our messages, either now or in the future. | 控制消息思考消息一旦发送，你对消息的控制程度。我们通常不知道现在或将来有多少人能看到或共享我们的消息。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=36_C_25) [36\_C\_25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=36_C_25)  | Unintended recipientsMessages like emails, chats, and text messages can be sent to the wrong person and seen by unintended people, even with privacy settings enabled. This means your posts, views, or opinions can quickly become elevated, co-opted, or misconstrued. Short-lived chats can be kept and scrutinized in investigations or litigation. | 无关人员即便启用了隐私设置，电子邮件、聊天和文本消息等消息也可能会发送给错误的对象，被无关人员看到。这意味着你的帖子、看法或观点可能迅速被上纲上线、添油加醋、以讹传讹。在调查或诉讼中，可以保留和审查短时聊天。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=37_C_25) [37\_C\_25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=37_C_25)  | Use of Abbott devicesAll Abbott communication channels, and Abbott electronic devices must be used in a responsible manner and in accordance with applicable laws, Abbott's Code of Business Conduct, and Abbott policies. Incidental personal use of Abbott communication channels and electronic devices is not private. Also, Abbott information is not private to you regardless of where it resides.For more information on how to safeguard your communications, visit the Information Security and Risk Management (ISRM) site on Abbott World. | 使用雅培设备必须负责任地使用雅培的所有沟通渠道和雅培电子设备，并遵守适用的法律、雅培《商业行为准则》和雅培政策。个人偶尔使用雅培通讯渠道和电子设备并非私人行为。此外，无论雅培信息存放在哪里，它都不是你的隐私。有关如何保护你的通信的更多信息，请访问“雅培全球”上的信息安全和风险管理 (ISRM) 网站。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=38_C_25) [38\_C\_25](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=38_C_25)  | Use of personal devicesCommunications related to Abbott business should only be done via the devices, software, and tools approved by Abbott. In response to requests from prosecutors or civil enforcement or regulatory agencies, Abbott may be required to manage and preserve information contained within electronic communication channels, including email, chats, text messages, and other message platforms on employees' personal devices and accounts. | 使用个人设备雅培的业务相关通讯只能使用雅培批准的设备、软件和工具进行。应检察官、民事执行机构或监管机构的要求，雅培可能需要管理和保存电子通信渠道中包含的信息，包括员工个人设备和账户上的电子邮件、聊天、文本消息和其他消息平台。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=39_C_26) [39\_C\_26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=39_C_26)  | Here's how to remain compliant in your Abbott business communications. | 以下是在雅培商务沟通中保持合规的方法。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=40_C_26) [40\_C\_26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=40_C_26)  | Let the experts respondIf you are not an official Abbott spokesperson, do not respond to comments or media inquiries related to Abbott's company position. When in doubt, seek further guidance and send the comments to Public Affairs. | 让专家来回应如果你不是雅培公司的官方发言人，请不要回应关于雅培公司立场的评论或媒体询问。如有疑问，应寻求进一步指导，并将意见发送给公共事务部。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=41_C_26) [41\_C\_26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=41_C_26)  | Protect privacy and confidential informationRemember that, even if a site has privacy settings, information can often be viewed and shared by others. If you create or control an Abbott-sponsored social media forum, consult Legal to make sure you are following laws regarding cookies and online tracking.You must never share:* Personal information, such as another person's name, photo, or address without permission.
* Sensitive or confidential information, like trade secrets, personally identifiable information, and intellectual property.
 | 保护隐私和机密信息请记住，即使网站有隐私设置，其他人通常也可以查看和分享信息。如果你创建或控制了一个雅培赞助的社交媒体论坛，请咨询法律部，确保你遵守了有关 cookie 和线上追踪的法律。你不得共享：* 未经许可不得共享个人信息，例如他人的姓名、照片或地址。
* 敏感或机密信息，例如商业机密、个人身份信息和知识产权。
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| [Screen 26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=42_C_26) [42\_C\_26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=42_C_26)  | Use care with what you share.Follow these tips:* Protect your passwords.
* Do not use your Abbott email address and password on social media sites.
* Configure your social media platform's privacy settings and understand how the company will share your information.
 | 共享时要小心谨慎。请遵循以下提示：* 保护你的密码。
* 不要在社交媒体网站上使用雅培电子邮箱地址和密码。
* 设置社交媒体平台的隐私设置，了解公司将如何共享你的信息。
 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=43_C_26) [43\_C\_26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=43_C_26)  | Always follow company policies and local lawsWhen talking about Abbott on social media, in both your job and personally, follow Abbott's Code of Business Conduct, Abbott policies, and all applicable local laws. | 始终遵守公司政策和当地法律无论是在工作中还是在个人生活中，在社交媒体上谈论雅培时，都要遵守雅培的《商业行为准则》、雅培政策和所有适用的本地法律。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=44_C_26) [44\_C\_26](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=44_C_26)  | Know about Legal HoldsAbbott communications relevant to litigation or government investigations may be placed on Legal Hold to be preserved for the duration of the litigation or investigation. If your communications and/or documents are subject to a Legal Hold, this will apply to them wherever they are stored (including data sources such as email, text messages, SharePoint, laptops, phones, and any other storage location). Abbott communications are also subject to the company's document retention schedules. | 了解法定保留雅培的通讯信息如若与诉讼或政府调查有关可能会被法定保留，以便在诉讼或调查期间予以保存。如果你的通讯和/或文件收到法定保留的要求，无论它们存储在何处（包括电子邮箱、文本消息、SharePoint、笔记本电脑、电话等数据源以及任何其他存储位置），都将适用。雅培的通讯信息还受公司文件保存年限表的约束。 |
| [Screen 27](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=45_C_27) [45\_C\_27](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=45_C_27)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 27](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=46_C_27) [46\_C\_27](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=46_C_27)  | Which is the best communication channel to use for business messages? | 哪项是商务消息的最佳沟通渠道？ |
| [Screen 27](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=47_C_27) [47\_C\_27](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=47_C_27)  | EmailPhone callVideo callText or instant messageIt depends on who you are communicating with and the content of the message.Submit | 电子邮件电话视频通话文本消息或即时消息这取决于沟通对象以及消息的内容。提交 |
| [Screen 27](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=48_C_27) [48\_C\_27](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=48_C_27)  | That's correct!That's not correct!There is no single "best" communication channel. Choosing the most appropriate channel will depend on the audience and the content of the message. | 正确！不正确！并没有“最佳”沟通渠道。可以根据受众和消息的内容，选择最合适的渠道。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=49_C_28) [49\_C\_28](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=49_C_28)  |  |  |
| [Screen 28](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=50_C_28) [50\_C\_28](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=50_C_28)  | Which of the following statements is true? | 以下哪一项表述是正确的？ |
| [Screen 28](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=51_C_28) [51\_C\_28](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=51_C_28)  | Recorded virtual meetings are good for discussing sensitive or confidential information.If you use your personal device for business communications, the device can be used as evidence in litigation.Since you are an employee of Abbott, you can speak on behalf of Abbott on social media.Submit | 录制虚拟会议有助于讨论敏感或机密信息。如果你将你的个人设备用于商务沟通，该设备可用作诉讼的证据。由于你是雅培的员工，你可以在社交媒体上代表雅培发言。提交 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=52_C_28) [52\_C\_28](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=52_C_28)  | That's correct!That's not correct!Remember:* Sensitive or confidential information should never be discussed in a recorded meeting.
* Personal devices can be used as evidence in litigation.
* Some posts will still exist online, even if you attempt to delete or modify them.
* Business communications should only be done via Abbott-approved devices, software, and tools.
* Only designated spokespersons may respond on Abbott's behalf.
 | 正确！不正确！记住：* 不得在进行录制的会议中讨论敏感或机密信息。
* 个人设备可用作诉讼的证据。
* 即便你试图删除或修改，有些帖子仍会留在网上。
* 商务沟通只能使用雅培批准的设备、软件和工具进行。
* 只有指定的发言人才能代表雅培作出回应。
 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=53_C_29) [53\_C\_29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=53_C_29)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=54_C_29) [54\_C\_29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=54_C_29)  | EmailsBe careful and consider your audience when sending sensitive or highly confidential information like strategic plans or financial data via email. If you need to send this kind of information, consider using secure email or the Do Not Forward function. | 电子邮件通过电子邮件发送战略计划或财务数据等敏感信息或高度机密的信息时要小心谨慎，并考虑你的受众。如需发送此类信息，请考虑使用安全电子邮件或“请勿转发”功能。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=55_C_29) [55\_C\_29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=55_C_29)  | Virtual MeetingsVirtual meetings and video calls are appropriate for complex issues or discussions that require a significant amount of history and context. | 虚拟会议虚拟会议和视频通话适合需要大量历史资料和背景信息的复杂问题或讨论。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=56_C_29) [56\_C\_29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=56_C_29)  | Instant MessagingInstant messaging tools are appropriate for providing colleagues with scheduling or availability updates and other brief administrative communications. Do not use instant messaging apps, text messages, voicemail, and other short-lived messaging platforms for substantive business communication. | 即时通讯即时通讯工具适用于向同事提供日程沟通、可安排日程更新以及其他简短的行政沟通。请勿使用即时通讯应用程序、文本消息、语音邮箱和其他短时通讯平台进行实质性的商务沟通。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=57_C_29) [57\_C\_29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=57_C_29)  | External Speaking Engagements / InterviewsOnly media-trained personnel can be spokespeople for Abbott. External speaking engagements must be approved by Public Affairs BEFORE accepting an invitation to speak. | 外部演讲活动/采访只有训练有素的雅培媒体人员才能成为雅培的发言人。接受外部演讲活动邀请之前，必须获得公共事务部的批准。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=58_C_29) [58\_C\_29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=58_C_29)  | Social MediaBecause interactions on social media are quick, dynamic, forever stored and have the potential to go viral, communications shared through this channel can be misconstrued on a broader scale. | 社交媒体由于社交媒体上的互动是快速、动态、永久存储的，而且有可能像病毒一样散播，通过该渠道共享的信息可能会被众人误解。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=59_C_29) [59\_C\_29](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=59_C_29)  | Compliant Business CommunicationsLet the experts respond. Protect privacy and confidential information. Use care with what you share. Always follow company policies and local laws. Know about Legal Holds. | 合规商务沟通让专家来回应。保护隐私和机密信息。共享时要小心谨慎。始终遵守公司政策和当地法律。了解法定保留程序。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=61_C_31) [61\_C\_31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=61_C_31)  | Compliant communication in a business environment requires consideration of language, tone, and emotions.It is important to understand that others may interpret messages differently based on their beliefs, experiences, backgrounds, and identities. | 商业环境中的合规沟通需要考虑语言、语气和情绪。一定要明白，其他人可能会根据自身的信仰、经历、背景和身份，以不同的方式解读信息。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=62_C_31) [62\_C\_31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=62_C_31)  | Tip 1: Consider your word choiceMake sure that the words you are using are clear, precise, and unambiguous. Simply put, choose words that are simple to understand. | 提示 1：考虑用词确保使用的词语清晰、准确、没有歧义。简单地说，请选择简单易懂的词。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=63_C_31) [63\_C\_31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=63_C_31)  | Tip 2: Provide contextBy providing appropriate context and details, you can avoid confusion and ensure that your message is clear. | 提示 2：提供背景信息提供适当的背景信息和细节，可以避免混淆，确保信息清晰明了。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=64_C_31) [64\_C\_31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=64_C_31)  | Tip 3: Avoid legal termsUnless you are a lawyer and are authorized to provide a legal opinion, always avoid using legal terms, such as "negligent," "illegal," "reckless," "infringe," or "liable." These terms can be unintentionally damaging to Abbott in court, to government regulators, or in the media, whether or not they are accurate. | 提示 3：避免使用法律术语除非你是一名律师并获授权提供法律意见，否则一定要避免使用法律术语，例如“过失”、“非法”、“不顾后果”、“违规”或“负有责任”。无论是否准确，对法庭、政府监管机构或媒体使用这些术语，可能会在无意中对雅培造成损害。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=65_C_31) [65\_C\_31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=65_C_31)  | Tip 4: Avoid emoticons and emojisThe meaning of emojis and emoticons can vary from person to person. This can lead to serious misunderstandings in business communications, especially if read by an unintended audience such as an opposing party in litigation or a regulator. | 提示 4：避免使用表情符号和表情包表情符号和表情包的含义可能因人而异。这可能导致商业沟通中出现严重的误解，特别是被无关人员看到，如诉讼中的对立方或监管机构。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=66_C_31) [66\_C\_31](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=66_C_31)  | Tip 5: Don't present opinions as factsProper communication also avoids assumptions and the presentation of opinions as facts. When you need to express an opinion, be sure to identify it as such.For example, in a personal context, there may be little harm in suggesting to a friend that "Company X will be out of business in a couple of years." But in business, this kind of speculation could be misinterpreted as a fact or a well-informed conclusion. It could then be used as the basis for a business decision—possibly with unfortunate consequences. | 提示 5：不要把观点表述成事实谨慎沟通还要避免假设以及把观点表述为事实。需要表达观点时，一定要指明这是你的观点。例如，私下向朋友表明“X 公司过不了几年就会倒闭”可能没什么坏处。但在商业环境下，这种推测可能会被曲解为事实或消息灵通的结论。然后，它可能被当作商业决策的基础，而这可能会带来不幸的后果。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=67_C_32) [67\_C\_32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=67_C_32)  | How we say something is just as important as what we say.Using the wrong tone when communicating may result in misunderstandings. | 我们说话的方式和表达的内容同样重要。沟通时如果用错了语气，可能会造成误解。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=68_C_32) [68\_C\_32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=68_C_32)  | Steer clear of humor.When we use sarcastic, ironic, or humorous tones in written business communications, it's easy for others to misinterpret them. This is because there are no visual or oral cues to help convey the intended meaning. Also, if someone reads these messages later on without any context, the meaning can become even more distorted. | 请勿使用诙谐的语气。在书面的商务沟通中使用讽刺、挖苦或诙谐的语气时，他人很容易误解。这是因为没有视觉或口头提示来帮助传达预期的含义。此外，如果有人稍后在不了解背景信息的情况下读到这些消息，可能会进一步曲解其含义。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=69_C_32) [69\_C\_32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=69_C_32)  | Avoid secretive languageUsing language that sounds secretive or conspiratorial can cause misunderstandings. Phrases like "keep this between us" or "for your eyes only" can make something that's okay seem like it's not okay or even unlawful. Instead, it's appropriate to mark materials as "confidential" or "sensitive" using standard terms like "Proprietary and Confidential." | 避免使用神秘的言语故作神秘、鬼鬼祟祟的言语可能造成误解。像“这事你知我知”或“仅供你过目”这样的词汇会把正常的事情说得好像不正常，甚至是非法的。可以使用“专有和机密”等标准术语将“机密”或“敏感”的材料标注出来。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=70_C_32) [70\_C\_32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=70_C_32)  | Control your emotions.How we control our emotions when we communicate can impact how others perceive us. It is important to maintain a positive work environment, even if we're frustrated. Take a moment to calm down, read and adjust the communication, or consider not sending it at all. Never send a message when you are upset. | 控制自己的情绪。沟通时，我们如何控制情绪会影响他人对我们的看法。即使我们感到有些沮丧，也一定要保持积极向上的工作环境。花点时间冷静下来，阅读和调整通讯内容，或者考虑根本不发送。不要在难过的时候发信息。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=71_C_32) [71\_C\_32](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=71_C_32)  | Use neutral language.Using neutral language helps keep communication objective and less emotional. Instead of using emotionally loaded words like "problem" or "disaster," use more neutral terms like "issue" or "challenge." If you're ever unsure of your wording, ask a manager for advice. | 使用中性语言。使用中性语言有助于让沟通保持客观，减少情绪化。不要使用感情用事的词语，如“困难”或“灾难”，而是使用更中性的词汇，如“问题”或“挑战”。如果你对自己的措辞有疑惑，请向经理寻求建议。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=72_C_33) [72\_C\_33](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=72_C_33)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 33](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=73_C_33) [73\_C\_33](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=73_C_33)  | A country manager sends a group email to employees. The email reads: "We need to get this product moving. We are way behind where we are supposed to be. So, I need you to do whatever it takes to ensure we meet our numbers this month." Does this message sound like it could pose a risk to the company? | 某国家经理给下属员工群发了一封邮件。电子邮件的内容为：“我们要推动这个产品的销量。我们已经落后于预计目标了。所以，我要求你们想尽一切办法确保达成销量。” 这条消息听起来是否可能给公司带来风险？ |
| [Screen 33](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=74_C_33) [74\_C\_33](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=74_C_33)  | Yes.No.Submit | 是。否。提交 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=75_C_33) [75\_C\_33](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=75_C_33)  | That's correct!That's not correct!The phrase, "I need you to do whatever it takes to ensure we meet our numbers," is vague and open to interpretation. If one of the manager's team members secured a contract while acting against company policy, they could point to the email and claim that the manager had given the green light to do "whatever it takes" to win the business. | 正确！不正确！“我要求你们想尽一切办法确保达到销量”这句话措词不当，可能引发歧义。假如这位经理的一名员工以违犯公司政策的方式拿到了一份合同，那么他们可以用这封邮件作为证据，声称经理为其行为开了绿灯，允许其“不择手段”争取业务。 |
| [Screen 34](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=76_C_34) [76\_C\_34](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=76_C_34)  |  |  |
| [Screen 34](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=77_C_34) [77\_C\_34](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=77_C_34)  | A regional sales manager hears a rumor that a new product in development has run into quality issues. The manager then attends a meeting where it is announced that the launch of the new product has been delayed. After the meeting, the manager messages a colleague: "Just heard . . . They've canceled the launch for the second time. Major quality issues with the new product!" Based on this message, which of the following statements would you assume to be true? | 一名区域销售经理听到有传言说一个正在开发的新产品出现了质量问题。然后这名经理参加了一个会议，会上宣布新产品的推出推迟了。会后，这名经理给同事发消息说：“刚刚听说……他们又取消发布会了。这个新产品出现重大质量问题！”根据这条消息，你认为下面哪条表述属实？ |
| [Screen 34](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=78_C_34) [78\_C\_34](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=78_C_34)  | The launch has been canceled.There are quality issues with the new product.Both 1 and 2.Submit | 发布会被取消了。新产品有质量问题。1 和 2。提交 |
| [Screen 34](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=79_C_34) [79\_C\_34](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=79_C_34)  | That's correct!That's not correct!Most people would assume both statements were true. The truth, however, is that the manager has no idea what has caused the delay. The manager has assumed the cancellation of the launch has been caused by quality issues, consequently presenting that rumor as a fact. | 正确！不正确！多数人会觉得这两个说法都是对的。然而，事实是这名经理并不知道是什么原因导致了延误。经理假设产品发布会的取消是由于质量问题引起的，因此把这个谣言当作事实来表述。 |
| [Screen 35](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=80_C_35) [80\_C\_35](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=80_C_35)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 35](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=81_C_35) [81\_C\_35](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=81_C_35)  | Crafting Compliant Business CommunicationsCompliant communication in a business environment requires consideration of language, tone, and emotions. | 表述合规的商务沟通内容商业环境中的合规沟通需要考虑语言、语气和情绪。 |
| [Screen 35](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=82_C_35) [82\_C\_35](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=82_C_35)  | Importance of ToneHow we say something is just as important as what we say. Using the wrong tone when communicating may result in misunderstandings. | 语气的重要性我们说话的方式和表达的内容同样重要。沟通时如果用错了语气，可能会造成误解。 |
| [Screen 37](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=84_C_37) [84\_C\_37](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=84_C_37)  | Take a moment to confirm your agreement with the statement below.I confirm that I understand my responsibilities regarding business communications and know where to go if I have any questions.Confirm | 花点时间确认你同意以下声明。我确认，我理解我在商务沟通方面的责任，我知道如果我有任何疑问，应当通过什么途径寻求帮助。确认 |
| [Screen 38](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=85_C_38) [85\_C\_38](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=85_C_38)  | The Knowledge Check that follows consists of 10 questions. You must score 80% or higher to successfully complete this course.WHEN YOU ARE READY, CLICK THE KNOWLEDGE CHECK BUTTON. | 随后的知识检查部分含 10 道题。你必须达到 80% 或以上的正确率才能成功通过本课程测验。做好准备后，请点击“知识检查”按钮。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=86_C_39) [86\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=86_C_39)  | [1] When talking about Abbott, its brands, or its products on social media, you should clearly disclose your connection to Abbott. | [1] 当你在社交媒体上谈论雅培、雅培品牌或雅培产品时，你应该清楚地披露你与雅培的关系。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=87_C_39) [87\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=87_C_39)  | [1] True | [1] 对 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=88_C_39) [88\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=88_C_39)  | [2] FalseNext | [2] 错下一页 |
| Screen 39Question 1: Feedback89\_C\_39 | You should always disclose your connection to Abbott. This makes it clear you have a vested interest in Abbott. | 你应当始终披露你与雅培的关系。这可以清楚地表明你在雅培拥有既得权益。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=90_C_39) [90\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=90_C_39)  | [2] You receive a phone call inviting you to a give an interview about Abbott’s new product. You should: | [2] 你接到一个电话，邀请你就雅培的新产品接受采访。你应该： |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=91_C_39) [91\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=91_C_39)  | [1] Agree immediately, since this is a wonderful opportunity for Abbott to share information about the new product. | [1] 立即同意，原因在于这是雅培分享新产品信息的好机会。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=92_C_39) [92\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=92_C_39)  | [2] Agree to participate after you discuss it with your manager. | [2] 与你的经理讨论后再同意参加。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=93_C_39) [93\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=93_C_39)  | [3] Consult with both your manager and Public Affairs, since Public Affairs determines and approves who will be the Abbott spokesperson in all scenarios. | [3] 咨询你的经理和公共事务部，因为公共事务部决定并批准由谁担任雅培在所有场合的发言人。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=94_C_39) [94\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=94_C_39)  | [4] Say you cannot participate because you will be out of town.Next | [4] 说你不在城里，所以不能参加。下一页 |
| Screen 39Question 2: Feedback95\_C\_39 | All media interview requests and external speaking engagements must be directed to Public Affairs for evaluation - no exceptions. | 所有媒体采访请求和外部演讲活动必须直接交由公共事务部评估，无一例外。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=96_C_39) [96\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=96_C_39)  | [3] Which electronic communication channels may Abbott employees use to conduct substantive business communications? | [3] 雅培员工可以使用哪些电子通讯渠道进行实质性的商务沟通？ |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=97_C_39) [97\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=97_C_39)  | [1] Abbott-managed communication systems such as Abbott email, Microsoft Channels (not Chat function), SharePoint/OneDrive file sharing capabilities, and live audio/video conferencing (e.g., phone calls and Microsoft Teams calls) | [1] 雅培管理的通讯系统，例如雅培电子邮件、Microsoft Channels（非聊天功能）、SharePoint/OneDrive 文件共享功能以及实时音频/视频会议（例如电话和 Microsoft Teams 通话） |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=98_C_39) [98\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=98_C_39)  | [2] Non-Abbott communication systems such as personal email | [2] 非雅培通讯系统，如个人电子邮件 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=99_C_39) [99\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=99_C_39)  | [3] Instant message or social media applications (e.g., WhatsApp, WeChat, Microsoft Teams Chat, or Facebook Messenger) | [3] 即时消息或社交媒体应用程序（例如 WhatsApp、微信、Microsoft Teams Chat 或 Facebook Messenger） |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=100_C_39) [100\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=100_C_39)  | [4] Ephemeral or "short-lived" messaging platforms, whether or not provided by AbbottNext | [4] 临时或“短时”通讯平台，无论是否由雅培提供下一页 |
| Screen 39Question 3: Feedback101\_C\_39 | Do not use instant message applications, text messages, voicemail services, and other "short-lived" messaging platforms to conduct substantive business communications. | 请勿使用即时消息应用程序、文本消息、语音信箱服务和其他“短时”通讯平台进行实质性的商务沟通。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=102_C_39) [102\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=102_C_39)  | [4] Messages requiring a lot of history and context are best communicated in writing. | [4] 需要大量历史记录和背景的信息，最好通过书面途径沟通。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=103_C_39) [103\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=103_C_39)  | [1] True | [1] 对 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=104_C_39) [104\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=104_C_39)  | [2] FalseNext | [2] 错下一页 |
| Screen 39Question 4: Feedback105\_C\_39 | Messages that discuss complex issues, or require a significant amount of history and context, are best communicated in real time, either in person or over the phone. | 对于讨论复杂问题或者需要大量历史记录和背景的消息，最好通过面对面或电话的方式实时沟通。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=106_C_39) [106\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=106_C_39)  | [5] Which of the following should you avoid in business communications?Check all that apply. | [5] 在商务沟通中应该避免下列哪项？请选择所有适用选项。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=107_C_39) [107\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=107_C_39)  | [1] Imagining how others are likely to interpret what you are saying | [1] 想象他人可能如何解读你说的话 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=108_C_39) [108\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=108_C_39)  | [2] Using secretive and conspiratorial tones | [2] 使用故作神秘、鬼鬼祟祟的语气 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=109_C_39) [109\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=109_C_39)  | [3] Adjusting your choice of words, tone, and body language to your audience | [3] 根据受众调整自己的用词、语气和肢体语言 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=110_C_39) [110\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=110_C_39)  | [4] Using jokes and sarcasm to insert some fun in your communicationsNext | [4] 用笑话和讽刺来给你的沟通增添一些乐趣下一页 |
| Screen 39Question 5: Feedback111\_C\_39 | Sarcastic, ironic, and humorous tones are often misinterpreted in business communications, as is secretive or conspiratorial language. | 在商务沟通中，与故作神秘、鬼鬼祟祟的言语一样，讽刺、挖苦和诙谐的语气常常会引起误解。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=112_C_39) [112\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=112_C_39)  | [6] If you enable the privacy settings on a social media site, your comments and content can never be viewed by others. | [6] 如果启用了社交媒体网站上的隐私设置，他人就看不到你的评论和内容。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=113_C_39) [113\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=113_C_39)  | [1] True | [1] 对 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=114_C_39) [114\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=114_C_39)  | [2] FalseNext | [2] 错下一页 |
| Screen 39Question 6: Feedback115\_C\_39 | Content and comments you originally intended only for family and friends may be viewed by others, even if privacy settings are enabled. | 即便启用了隐私设置，你原本只向家人或私人朋友公开的内容和评论也可能会被他人看到。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=116_C_39) [116\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=116_C_39)  | [7] Which of the following would be appropriate to send via instant messaging? | [7] 下面哪项适合用即时消息发送？ |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=117_C_39) [117\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=117_C_39)  | [1] Sales contracting information | [1] 销售签约信息 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=118_C_39) [118\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=118_C_39)  | [2] An alert to a scheduling conflict | [2] 行程冲突提醒 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=119_C_39) [119\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=119_C_39)  | [3] A performance evaluation | [3] 绩效评估 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=120_C_39) [120\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=120_C_39)  | [4] A discussion about whether to hire a doctor for an educational eventNext | [4] 关于是否聘请医生参加教育活动的讨论下一页 |
| Screen 39Question 7: Feedback121\_C\_39 | Instant messaging is appropriate for providing colleagues with scheduling or availability updates and other brief administrative communications. | 即时通讯适用于向同事提供日程沟通、可安排日程更新以及其他简短的行政沟通。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=122_C_39) [122\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=122_C_39)  | [8] Communications related to Abbott business may be conducted using home computers and personal email addresses, provided you are careful not to disclose confidential or proprietary information. | [8] 可以使用家用电脑和私人电子邮件账户处理雅培业务的相关通讯，前提是你要小心谨慎，注意防止机密或专有信息泄露。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=123_C_39) [123\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=123_C_39)  | [1] True | [1] 对 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=124_C_39) [124\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=124_C_39)  | [2] FalseNext | [2] 错下一页 |
| Screen 39Question 8: Feedback125\_C\_39 | Communications related to Abbott business should only be done via the devices, software, and tools approved by Abbott. | 雅培的业务相关通讯只能使用雅培批准的设备、软件和工具进行。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=126_C_39) [126\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=126_C_39)  | [9] In response to requests from prosecutors, or civil enforcement or regulatory agencies, Abbott may be required to manage and preserve information contained within electronic communication channels, including email, chats, text messages, and other message platforms on employees' personal devices and accounts. | [9] 应检察官、民事执行机构或监管机构的要求，雅培可能需要管理和保存电子通信渠道中包含的信息，包括员工个人设备和账户上的电子邮件、聊天、文本消息和其他消息平台。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=127_C_39) [127\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=127_C_39)  | [1] True | [1] 对 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=128_C_39) [128\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=128_C_39)  | [2] FalseNext | [2] 错下一页 |
| Screen 39Question 9: Feedback129\_C\_39 | In some cases, Abbott may be required to manage and preserve information contained within communication channels on employees' personal devices and accounts. | 在某些情况下，雅培可能需要管理和保存员工个人设备和账户上的通信渠道中包含的信息。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=130_C_39) [130\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=130_C_39)  | [10] If you are subject to a Legal Hold, data must be preserved in which of the following data sources?Check all that apply. | [10] 如果你收到法定保留的要求，数据必须保存在以下哪些数据源中？请选择所有适用选项。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=131_C_39) [131\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=131_C_39)  | [1] Email | [1] 电子邮箱 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=132_C_39) [132\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=132_C_39)  | [2] OneDrive/SharePoint | [2] OneDrive/SharePoint |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=133_C_39) [133\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=133_C_39)  | [3] Teams chats/channels | [3] Teams 聊天/渠道 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=134_C_39) [134\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=134_C_39)  | [4] Text messages (such as WhatsApp, WeChat, Viber, Telegram, etc.) | [4] 文本消息（如WhatsApp、微信、Viber、Telegram 等） |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=135_C_39) [135\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=135_C_39)  | [5] Laptop/desktop | [5] 笔记本电脑/台式电脑 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=136_C_39) [136\_C\_39](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=136_C_39)  | [6] Data systems (such as SAP, EthicsPoint, Symphony)Submit | [6] 数据系统（如 SAP、EthicsPoint、Symphony）提交 |
| Screen 39Question 10: Feedback137\_C\_39 | Data from all data sources must be preserved, if you are subject to a Legal Hold. | 如果你收到法定保留的要求，则必须保留来自所有数据源的数据。 |
| [Screen 41](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=139_C_199) [139\_C\_199](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=139_C_199)  | This survey is optional.Important: Whether you choose to complete the survey or not, you must click the EXIT (X) icon in the course title bar to complete the course and upload your results. | 该调查是可选项。重要：无论是否选择完成调查，都需要点击课程标题栏中的退出 (X) 图标，以便完成课程并上传你的结果。 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=145_C_200) [145\_C\_200](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=145_C_200)  | Where to Get Help | 获取帮助的途径 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=146_C_200) [146\_C\_200](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=146_C_200)  | ManagerIf you have a question or concern about your own communication, or a communication you receive from another Abbott employee, a business partner, a customer, or anyone else connected with Abbott, the best place to start is with your manager. | 经理如果对你自己的沟通，或其他雅培员工、业务伙伴、客户或其他相关人员发来的通讯内容心存疑问或是有所疑虑，请先咨询你的经理。 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=147_C_200) [147\_C\_200](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=147_C_200)  | Public AffairsContact a Public Affairs representative if you have questions about Abbott’s expectations for communicating both internally and externally while working at Abbott.Public Affairs Website* Click  [here](https://abbott.sharepoint.com/sites/AW-PublicAffairs) to access the Public Affairs website on Abbott World.

Public Affairs Policies and Procedures* Click [here](https://abbottmfiles.oneabbott.com/Default.aspx) to access communication related policies and procedures on the Global Policy Portal on Abbott World.

Digital Knowledge Center* Click [here](https://abbott.sharepoint.com/sites/dkc/ENGLISH/Pages/default.aspx) to access the Digital Knowledge Center on Abbott World for tools to help guide you while using social media at Abbott.
 | 公共事务部如果不确定在雅培工作期间进行内外通讯的具体要求，请联系公共事务部的工作人员。公共事务部网站* 点击[这里](https://abbott.sharepoint.com/sites/AW-PublicAffairs)访问“雅培全球”上的公共事务部网站。

公共事务部政策及流程* 点击[这里](https://abbottmfiles.oneabbott.com/Default.aspx)访问“雅培全球”上的全球政策门户中的沟通相关政策及流程。

数字化知识中心* 点击[这里](https://abbott.sharepoint.com/sites/dkc/ENGLISH/Pages/default.aspx)访问“雅培全球”上的数字化知识中心，获取指导你使用雅培社交媒体的工具。
 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=148_C_200) [148\_C\_200](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=148_C_200)  | Human Resources (HR)Contact a Human Resources representative for employee-related issues, including your concerns about interactions with other Abbott employees or anyone else connected with Abbott.Human Resources Website* Click  [here](http://myhr.abbott.com/) to access the myHR Portal on Abbott World.

Human Resources Policies and Procedures – The following global HR policies describe conduct prohibited in the workplace: Workplace Harassment (C-111) and Violence (C-113).* Click  [here](https://abbott.sharepoint.com/sites/myhr/US-EN/pages/global-hr-policies.aspx)  to access the above policies on Abbott World.
 | 人力资源部 (HR)如果有与员工相关的问题，包括你对与雅培其他员工或与雅培有关的任何人互动的担忧，请联系人力资源代表。人力资源部网站* 点击[这里](http://myhr.abbott.com/)访问“雅培全球”上的 myHR 门户。

人力资源政策及流程 - 以下全球人力资源政策描述了工作场所禁止的行为：*工作场所骚扰 (C-111) 和暴力 (C-113)。** 点击[这里](https://abbott.sharepoint.com/sites/myhr/US-EN/pages/global-hr-policies.aspx)在“雅培全球”上访问上述政策。
 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=149_C_200) [149\_C\_200](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=149_C_200)  | LegalContact the Legal Division with questions or concerns about legal implications of careless communication.Legal Website* Click [here](https://abbott.sharepoint.com/sites/AW-Abbott-Legal) to access the Legal website on Abbott World. The [Legal Hold Information](https://abbott.sharepoint.com/sites/AW-Abbott-Legal/SitePages/lho.aspx) page on the Legal website provides important information about employee compliance with Legal Hold Orders (LHOs).

Legal Policies and Procedures – Refer to Legal policies and procedures for requirements related to confidential information, antitrust, and other legal matters.* Click [here](https://abbott.sharepoint.com/sites/AW-GlobalPolicy) to access Legal policies and procedures on the Global Policy Portal on Abbott World.

Information Governance Resources* For important policies, procedures, and resources on information and records management, Abbott employees should visit the [Information Governance](https://abbott.sharepoint.com/sites/AW-infogov) website on Abbott World.
 | 法律部若不清楚不谨慎的沟通可能引发的法律问题，请咨询法律部。法律部网站* 请点击[这里](https://abbott.sharepoint.com/sites/AW-Abbott-Legal)，访问“雅培全球”上的法律部网站。法律部网站的[法定保留信息](https://abbott.sharepoint.com/sites/AW-Abbott-Legal/SitePages/lho.aspx)重点说明了员工必须遵守《法定保留令》(LHO)。

法律部政策及流程 - 有关机密信息、反垄断和其他法律事项的要求，请参阅法律部政策及流程。* 点击[这里](https://abbott.sharepoint.com/sites/AW-GlobalPolicy)访问“雅培全球”上的全球政策门户中的法律部政策及流程。

信息治理资源* 如需了解关于信息和记录管理的重要政策、流程和资源，雅培员工应访问“雅培全球”上的[信息治理](https://abbott.sharepoint.com/sites/AW-infogov)网站。
 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=150_C_200) [150\_C\_200](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=150_C_200)  | Office of Ethics and Compliance (OEC)The OEC is a corporate resource available to address your questions or concerns.* Visit the [Contact OEC](https://icomply.abbott.com/Apps/ComplianceContacts) page on the [OEC website](https://abbott.sharepoint.com/sites/AW-Ethics_Compliance) on Abbott World.
* Visit [Speak Up](http://speakup.abbott.com/) to voice your concerns about potential violations of our Code of Business Conduct or policies. [Speak Up](http://speakup.abbott.com/) is available globally, 24/7 in multiple languages.
* You can also email investigations@abbott.com .
 | 商业道德合规部 (OEC)商业道德合规部作为公司资源，可帮助你解决问题或疑虑。* 访问“雅培全球”[商业道德合规部网站](https://abbott.sharepoint.com/sites/AW-Ethics_Compliance)上的[联系商业道德合规部](https://icomply.abbott.com/Apps/ComplianceContacts)页面。
* 访问 [Speak Up](http://speakup.abbott.com/)，表达你对可能违反我们的《商业行为准则》或政策的疑虑。[Speak Up](http://speakup.abbott.com/) 在全球全天候以多种语言提供服务。
* 你还可发送电子邮件至 investigations@abbott.com。
 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=151_C_200) [151\_C\_200](http://www.learnex.co.uk/test/AbbottBizCom/courses/EN-US/course/index.html?showScreen=151_C_200)  | Course ResourcesTranscriptClick [here](file:///C%3A/dev/AbbottBizCom/courses/EN-US/translation/reference/Transcript.pdf) for a full transcript of the course | 课程资源录音文稿点击[此处](file:///C%3A/dev/AbbottBizCom/courses/EN-US/translation/reference/Transcript.pdf)，查看本课程的脚本全文 |
| 152\_toc\_1 | Welcome | 欢迎 |
| 153\_toc\_2 | Compliant Business Communications | 合规商务沟通 |
| 154\_toc\_3 | Our Philosophy | 我们的理念 |
| 155\_toc\_4 | Objectives | 目的 |
| 156\_toc\_5 | Table of Contents | 目录 |
| 157\_toc\_6 | Communicating Responsibly | 负责任地沟通 |
| 158\_toc\_7 | Why It Matters | 重要性 |
| 159\_toc\_8 | Things to Consider | 需要考虑的事项 |
| 160\_toc\_9 | Review | 复习 |
| 161\_toc\_10 | Table of Contents | 目录 |
| 162\_toc\_11 | Communication Channels & Tools | 沟通渠道和工具 |
| 163\_toc\_12 | Emails | 电子邮件 |
| 164\_toc\_13 | Virtual Meetings | 虚拟会议 |
| 165\_toc\_14 | Instant Messaging | 即时通讯 |
| 166\_toc\_15 | External Speaking Engagements/Interviews | 外部演讲活动/采访 |
| 167\_toc\_16 | Social Media | 社交媒体 |
| 168\_toc\_17 | Further Considerations | 更多注意事项 |
| 169\_toc\_18 | Compliant Business Communications | 合规商务沟通 |
| 170\_toc\_19 | Quick Check | 快速查看 |
| 171\_toc\_20 | Review | 复习 |
| 172\_toc\_21 | Table of Contents | 目录 |
| 173\_toc\_22 | Crafting Your Message Properly | 正确表述信息 |
| 174\_toc\_23 | Crafting Compliant Business Communications | 表述合规的商务沟通内容 |
| 175\_toc\_24 | The Importance of Tone | 语气的重要性 |
| 176\_toc\_25 | Quick Check | 快速查看 |
| 177\_toc\_26 | Review | 复习 |
| 178\_toc\_27 | Table of Contents | 目录 |
| 179\_toc\_28 | Your Commitment | 你的承诺 |
| 180\_toc\_29 | Your Commitment | 你的承诺 |
| 181\_toc\_30 | Knowledge Check | 知识检查 |
| 182\_toc\_31 | Introduction | 介绍 |
| 183\_toc\_32 | Assessment | 评估 |
| 184\_toc\_33 | Feedback | 反馈 |
| 185\_toc\_34 | Survey | 调查 |
| 186\_string\_1 | The Course cannot contact the LMS. Click 'OK' to continue and review the course. Note, Course Certification may not be available. Click 'Cancel' to exit  | 本课程无法联系 LMS。点击“确定”继续复习本课程。注意：课程认证可能不可用。点击“取消”退出  |
| 187\_string\_2 | All questions remain unanswered | 所有问题均未回答 |
| 188\_string\_3 | Questions | 问题 |
| 189\_string\_4 | Question | 问题 |
| 190\_string\_5 | not answered | 未回答 |
| 191\_string\_6 | That's correct! | 正确！ |
| 192\_string\_7 | That's not correct! | 不正确！ |
| 193\_string\_8 | Feedback:  | 反馈： |
| 194\_string\_9 | Compliant Business Communications | 合规商务沟通 |
| 195\_string\_10 | Knowledge Check | 知识检查 |
| 196\_string\_11 | Submit | 提交 |
| 197\_string\_12 | Retake | 重新测验 |
| 198\_string\_13 | Course Description: Compliant Business Communications is key to building, maintaining, and protecting Abbott’s reputation. The aim of this course is to demonstrate how language, tone, and emotion play a significant role in how business communications are received and interpreted, and to provide guidance on how to select the most appropriate channel and tools to communicate your message. This course will take approximately 30 minutes to complete. | 课程描述：合规商务沟通是建立、维护和保护雅培声誉的关键。本课程的目的是展示语言、语气和情绪在如何接受和解读商务沟通中扮演重要角色，并指导如何选择最合适的渠道和工具来沟通你的信息。完成本课程大约需要 30 分钟。 |
| 199\_string\_14 | Menu | 菜单 |
| 200\_string\_15 | Resources | 资源 |
| 201\_string\_16 | Reference Material | 参考资料 |
| 202\_string\_17 | Audio | 音频 |
| 203\_string\_18 | Exit | 退出 |
| 204\_string\_19 | Close | 关闭 |
| 205\_string\_20 | Comment... | 点评…… |

Meals, Travel, and Entertainment

|  |  |  |
| --- | --- | --- |
| ID | Source | Target |
| [Screen 0](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=1_C_1) [1\_C\_1](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=1_C_1)  | Global Business StandardsMeals, Travel, and EntertainmentClick the forward arrow. | 全球商业标准餐饮、差旅和招待点击前进箭头。 |
| [Screen 1](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=2_C_2) [2\_C\_2](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=2_C_2)  | We do business the right way by making ethical decisions in connection with our work.This course was designed to help you apply Abbott’s Ethics and Compliance Global Business Standards in common business interactions related to meals, travel, and entertainment. | 我们以正确的方式开展业务，并在工作中做出符合道德的决策。本课程旨在帮助你在餐饮、差旅和招待方面的常见商务往来中遵守雅培的《道德与合规全球商业标准》。 |
| [Screen 2](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=3_C_3) [3\_C\_3](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=3_C_3)  | Upon completion of this course, you will be able to:* Describe relevant OEC Global Business Standards related to meals, travel, and entertainment.
* Apply those Ethics and Compliance Global Business Standards in common business interactions.
* Locate specific ethics and compliance policies on iComply.
* Know where to go for help and to get support.
 | 完成本课程后，你将能够：* 描述与餐饮、差旅和招待相关的商业道德合规部《全球商业标准》。
* 在常见的商务往来中遵守这些《道德与合规全球商业标准》。
* 在 iComply 上找到具体的商业道德与合规政策。

了解寻求帮助并获得支持的途径。 |
| [Screen 3](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=4_C_4) [4\_C\_4](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=4_C_4)  | [1] Welcome1 minute[2] Introduction2 minutes[3] Meals, Travel, and Entertainment10 minutes[4] The Impact on Our Business and Our Responsibilities2 minutes[5] Knowledge Check3 minutesLearning ProgressThis Topic is now available. | [1] 欢迎1 分钟[2] 简介2 分钟[3] 餐饮、差旅和招待10 分钟[4] 对我们业务的影响和我们的责任2 分钟[5] 知识测验3 分钟学习进度这个主题现在可用。 |
| [Screen 4](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=5_C_5) [5\_C\_5](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=5_C_5)  | Abbott's standards set forth general principles regarding our expectations for routine business interactions with external parties, such as healthcare professionals (HCPs), healthcare institutions (HCIs), government officials, retailers, distributors, customers, patients, and consumers.These standards help Abbott employees around the world make the right choices while operating with honesty, fairness, and integrity. | 雅培的标准阐述了与外部各方（例如医疗保健专业人士 (HCP)、医疗保健机构 (HCI)、政府官员、零售商、经销商、客户、患者和消费者）进行常规商务互动的总体原则和我们的期望。这些标准可以帮助世界各地的雅培员工在诚实、公平和诚信经营的同时，做出正确的选择。 |
| [Screen 5](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=6_C_6) [6\_C\_6](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=6_C_6)  | Abbott employees do business the right way by making ethical decisions in connection with our work.First and foremost, at Abbott, we do not inappropriately provide anything of value to get a sale, reward a past sale, or obtain an improper business advantage. | 雅培员工以正确的方式开展业务，并在工作中做出符合道德的决策。首要的是在雅培，我们不会不当地提供任何有价物，以期实现销售、对于过往销售的回报或获得不当商业优势。 |
| [Screen 6](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=7_C_7) [7\_C\_7](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=7_C_7)  | We do not buy business.We adhere to anti-bribery principles that forbid offering or providing anything that directly or indirectly benefits any person to secure a business advantage. To help employees comply with these requirements, we set specific limits surrounding meals, travel, and entertainment. | 我们不靠收买任何人以获得业务。我们遵守反贿赂原则，禁止为了谋求商业优势向任何人直接或间接承诺提供或提供任何有价物。为了帮助员工遵守这些要求，我们对餐饮、差旅和招待作了具体限制。 |
| [Screen 7](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=8_C_8) [8\_C\_8](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=8_C_8)  | This course will provide a high-level overview of Meals, Travel, and Entertainment.It is your responsibility to visit iComply and use the Policy and Form Library to access the ethics and compliance policy and procedure specific to your country, or speak with OEC for further guidance on these topics. | 本课程将对餐饮、差旅和招待进行概述。你有责任访问 iComply，并使用“政策和表单库”查阅你所在国家/地区的道德与合规政策及流程，或者联系商业道德合规部，获取有关这些主题的进一步指导。 |
| [Screen 9](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=10_C_10) [10\_C\_10](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=10_C_10)  | Abbott may pay for occasional modest meals and refreshments in connection with legitimate educational or business purposes permitted under Abbott policies and procedures. | 雅培可以为偶尔发生的，且具有符合雅培政策及流程的正当的教育或商业目的的适度餐饮和茶点支付费用。 |
| [Screen 10](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=11_C_11) [11\_C\_11](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=11_C_11)  | There are several important requirements related to meals and refreshments that must be followed:* Legitimate Business Purpose
* No Improper Guests
* Alcoholic Beverages
* Appropriate Venues
* Spending Limits
* Itemized Receipts and Expense Reports
* Approval of Expense Reports

Legitimate Business PurposeAttendees must have a legitimate business purpose for attendance at the educational or business discussion associated with the meal or refreshment.Examples of legitimate business purpose include discussing disease states, medical technology features, Abbott service offerings and their impact on health care delivery, product line offerings, or health economics information.No Improper GuestsAbbott may not provide meals and refreshments to spouses, family members or other guests of invited attendees.Alcoholic BeveragesA reasonable quantity of alcoholic beverages may be ordered or served during meals and refreshments provided by Abbott when appropriate to the business environment. Alcoholic beverages must be incidental to the business discussion and not provided simply as a form of entertainment. If excessive alcohol is provided, it creates the perception that business is not the main event. Alcoholic beverages, like any other refreshments, must be modest in cost and in alignment with local meal limits.Refer to your local ethics and compliance policy and procedure to review additional restrictions or requirements.Appropriate VenuesAll meals and refreshments must be held in business-appropriate venues that are conducive to conducting a business interaction. Venues known primarily for gambling or entertainment, as well as spas or sporting venues, are generally not appropriate.Spending LimitsThe costs of meals and refreshments must adhere to local spending limits. Refer to local ethics and compliance policy and procedures for country-specific limits.Itemized Receipts and Expense ReportsAll costs for meals and refreshments must be supported by genuine, fully itemized receipts and invoices. These should be accurately and timely described in your expense report and other documents. The expense report must include the name of the venue, names and positions of people attending the event, and the business purpose of the event.Employees that have been issued an Abbott corporate card should use that card for all business transactions.Approval of Expense ReportsReviewing managers play a key role in the expense reporting process. In approving an expense report, a manager attests that they have reviewed the expenses and confirms they are legitimate.Managers should ensure that expenses are appropriate (i.e., no gift cards, or app reload transactions), venues are appropriate (i.e., no golf courses, TopGolf, race tracks, rodeos, spas, cigar or wine bars or sporting events), there is an appropriate business purpose (i.e., no celebrations, parties, or happy hours), that receipts are included, are legible, and are consistent with the expense, and that employees are not claiming missing receipts for expenses where receipts can be obtained at any time from online accounts (i.e., UberEATS, Amazon).Reporting & TrackingReporting and tracking all expenses regarding meals, travel, and accommodations helps hold us all accountable to Abbott’s standards.People managers, DVPs, and Division Controllers have visibility to dashboards and other means for tracking their employees’ expenses to ensure policies are followed. Managers should use these tools to identify outliers or trends with particular employees or HCPs that might be excessive in terms of amount or frequency. | 餐饮和茶点有几项重要要求，必须遵循：* 合法的商业目的
* 禁止不适当的客人
* 酒精饮料
* 适当的场所
* 费用限额
* 明细收据和费用报告
* 费用报告审批

合法的商业目的出席者必须有合法的商业目的，才能参加与餐饮或茶点相关的教育或商业讨论。合法商业目的包括讨论病情、医疗技术功能、雅培提供的服务产品及其对医疗保健服务、产品线或健康经济学信息的影响。没有不适当的客人雅培不得向受邀与会者的配偶、家属或其他客人提供餐饮和茶点。酒精饮料在恰当的商务环境中，雅培提供餐饮和茶点时可提供适度的酒精饮料。酒精饮料必须伴随商务讨论提供，不得作为招待单独提供。提供过量的酒精饮料，会使外界认为商务讨论不是主要目的。像任何其他茶点一样，酒精饮料的费用必须适度，并且符合当地的用餐限额。请参阅你当地的道德与合规政策及流程，查看其他限制或要求。适当的场所所有餐饮和茶点都必须在有利于商务往来的商务场所举行。以赌博或娱乐为主的场所以及水疗中心或运动场所通常是不恰当的。费用限额餐饮和茶点费用必须符合当地费用限额。有关国家/地区的具体限额，请参阅当地的道德与合规政策及流程。明细收据和费用报告所有餐饮和茶点费用必须有真实的明细收据和发票证明。这些应在你的费用报告和其他文件中准确及时地体现。费用报告必须包括场地名称、活动参与人员的姓名和职位以及活动的商业目的。持有雅培公司卡的员工应在所有商务交易中使用该卡。费用报告审批审核经理在费用报告流程中发挥着关键作用。批准费用报告，经理即证明其已审核费用并确认费用是合法的。经理应确保费用适当（即没有礼品卡或充值卡交易）、场地适当（即没有高尔夫球场、TopGolf、赛马场、竞技表演、水疗中心、雪茄吧或酒吧或体育赛事），且具有适当的商业目的（即不是庆祝活动、派对或欢乐时光），收据清晰明了并与费用一致，并且员工没有报销缺失收据的费用，且这些收据可随时通过在线账户（即 UberEATS、亚马逊）获取。报告和跟踪报告和跟踪与餐饮、差旅和住宿有关的所有费用有助于我们所有人都对雅培的标准负责。带人经理、DVP 和部门总监可以查看仪表板和其他用于跟踪员工费用的途径，确保遵守政策。经理应使用这些工具识别特定员工或 HCP 金额或频率可能过高的异常数据或趋势。 |
| [Screen 11](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=12_C_12) [12\_C\_12](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=12_C_12)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 11](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=13_C_12) [13\_C\_12](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=13_C_12)  | You are a sales representative in the United States and occasionally bring Starbucks coffee to meetings with customers. Rather than pay for each transaction independently with your Abbott corporate credit card, you find it more convenient to load $300 on your Starbucks gift card, expense that full amount at once, and then use the gift card to pay for the individual orders. Is this okay? | 你是美国的销售代表，偶尔会带上星巴克咖啡与客户见面。你发现，与其用雅培公司的信用卡单独支付每笔交易的费用，不如在星巴克礼品卡上存入 300 美元，一次性付清全部费用，然后用这款礼品卡支付每笔订单会更方便。这是否可以？ |
| [Screen 11](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=14_C_12) [14\_C\_12](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=14_C_12)  | Yes, since you are complying with Abbott’s policies on meal limits, the payment method doesn’t matter.No, gift card purchases and app reload transactions are not permitted. Employees should always use their corporate card for business expenses.Yes, since you paid the gift card with your corporate credit card this transaction is ok.Submit | 可以。你遵守了雅培的餐饮限额政策，支付方式并不重要。不可以。不允许购买礼品卡和充值卡交易。员工应始终使用公司卡支付商务费用。可以。你用公司信用卡支付了礼品卡，本次交易没问题。提交 |
| [Screen 11](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=15_C_12) [15\_C\_12](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=15_C_12)  | That's correct!That's not correct!Purchases of gift cards or app reloads are not permitted. Employees should use Abbott’s corporate card for business transactions. All expenses for meals and refreshments must be supported by genuine, fully itemized receipts or invoices, timely and accurately described in employee business expense reports and other documents. | 正确！不正确！不允许购买礼品卡或充值卡交易。员工应使用雅培的公司卡进行商务交易。餐饮与茶点的所有费用必须是真实的，且由员工在商务费用报告和其他文件中及时和准确体现明细收据、发票和其他适当文件证明。 |
| [Screen 12](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=16_C_13) [16\_C\_13](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=16_C_13)  |  |  |
| [Screen 12](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=17_C_13) [17\_C\_13](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=17_C_13)  | As a sales manager you are reviewing your team’s expense reports and notice that there are several missing receipts for refreshments purchased online for a meeting with HCPs. In this case, you should . . . | 你是一名销售经理，正在审核你团队的费用报告。你注意到少了几张与 HCP 会面时在线购买茶点的收据。在这种情况下，你应该…… |
| [Screen 12](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=18_C_13) [18\_C\_13](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=18_C_13)  | Approve the expense report, since the employee included a missing receipt exception.Send this expense report back to the employee, so he can attach the fully itemized receipt. A missing receipt form should not be used for an online vendor, since you can return to the site at any time to obtain a receipt.Approve the expense report, since this was clearly an appropriate business expense.Submit | 批准费用报告，因为该员工列出了收据遗失的例外情况。将该费用报告发回给员工，让他附上明细收据。对于在线供应商，由于可以随时返回网站获取收据，不应使用收据遗失的表单。批准费用报告，因为这显然是适当的商务费用。提交 |
| [Screen 12](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=19_C_13) [19\_C\_13](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=19_C_13)  | That's correct!That's not correct!All expenses for meals and refreshments must be supported by genuine, fully itemized receipts or invoices, timely and accurately described in employee business expense reports and other documents. When an online service was used, the employee should be able to obtain the missing receipt from the online account/service used. | 正确！不正确！餐饮与茶点的所有费用必须有真实的，由员工在商务费用报告和其他文件中及时和准确体现明细收据、发票和其他适当文件证明。如果使用的是在线服务，员工应该能够通过所使用的在线账户/服务获取遗失的收据。 |
| [Screen 13](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=20_C_14) [20\_C\_14](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=20_C_14)  |  |  |
| [Screen 13](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=21_C_14) [21\_C\_14](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=21_C_14)  | As a sales representative it is okay to provide a clinic your Abbott corporate credit card information, so they can order food for an educational event to be held later that day. | 作为销售代表，你可以向诊所提供你的雅培公司信用卡信息，以便他们为当天晚些时候举办的教育活动订购食物。 |
| [Screen 13](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=22_C_14) [22\_C\_14](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=22_C_14)  | TrueFalseSubmit | 对错提交 |
| [Screen 13](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=23_C_14) [23\_C\_14](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=23_C_14)  | That's correct!That's not correct!Abbott may pay for occasional meals and refreshments, modest in nature and cost as judged by local standards, in connection with legitimate educational or business purposes. However, it is never okay to share Abbott corporate card information and authorize a clinic to order meals and refreshments on their own. Further, an Abbott employee must always be present at the meal. | 正确！不正确！雅培可出于合法的教育或商业目的并根据当地标准，偶尔支付适度的餐饮和茶点费用。但是，绝不可以共享雅培公司卡信息，并授权诊所自行订购餐食和茶点。此外，用餐时必须有雅培员工在场。 |
| [Screen 14](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=24_C_15) [24\_C\_15](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=24_C_15)  | Abbott may provide reasonable travel and accommodations in connection with legitimate educational or business purposes permitted under Abbott policies and procedures.All travel and accommodations provided by Abbott must be reasonable and modest. | 雅培可提供与雅培政策及流程允许的合法教育或商业目的相关的合理差旅和住宿。雅培提供的所有差旅和住宿必须合理适度。 |
| [Screen 15](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=25_C_16) [25\_C\_16](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=25_C_16)  | There are several important requirements related to travel that must be followed:* Travel Arrangements
* Air Travel
* Hotels
* Duration of Travel and Allowable Expenses
* No Personal Expenses, Entertainment and No Improper Guests

Travel ArrangementsWhen making travel arrangements for airfare and hotels on behalf of external parties, such as HCPs, customers, and distributors, you should use Abbott-approved travel agencies or other Abbott vendors.Additionally, itemized invoices must be obtained for reimbursement to HCPs and others for any travel-related expenses, including travel arranged by third parties and originally paid by third parties.Air TravelAbbott has established the following air travel requirements:* Flights of four hours or less should be booked in economy class.
* Business class is only permitted for a (one-way) flight time of more than four hours.
* First class airfare is not allowed.
* Refer to your local ethics and compliance policy and procedure to review additional restrictions or requirements.

HotelsLuxurious hotels and hotels associated with gambling, entertainment, spa, or resort activities should be avoided.Duration of Travel and Allowable ExpensesTravel arrangements should be made so that the recipient arrives no more than one calendar day prior to the start of the event and departs no later than one calendar day after the event is completed.Out-of-pocket expenses incurred by the recipient for meals, taxi fares, and other incidentals may be reimbursed beginning with the recipient’s date of departure and ending upon return.No Personal Expenses, Entertainment and No Improper GuestsAbbott may not pay for:* Personal entertainment expenses, side trips, or other personal expenses (for example, phone, Spa, massage, sporting events, airport lounge fees).
* Travel for family members, spouses or other improper guests of the individual traveling for educational or business purposes.
 | 关于差旅有几项重要要求，必须遵守：* 差旅安排
* 航空差旅
* 酒店
* 差旅持续时间和允许的费用
* 无个人费用、娱乐和不适当的客人

差旅安排当代表 HCP、客户和经销商等外部各方安排机票和酒店时，你应使用雅培批准的旅行社或雅培的其他供应商。此外，必须拿到明细收据和发票，才能为 HCP 和其他人报销任何与差旅相关的费用，包括由第三方安排且最初由第三方支付的相关费用。航空差旅雅培制定了以下航空差旅要求：* 4 小时或飞行时间更短的航班应预订经济舱。
* （单程）飞行时间超过 4 小时方可乘坐商务舱。
* 不可购买头等舱机票。
* 请参阅你当地的道德与合规政策及流程，查看其他限制或要求。

酒店不可入住豪华酒店以及与赌博、娱乐、水疗或度假村活动相关的酒店。差旅持续时间和允许的费用应安排合适的差旅，参会者不得早于活动开始前一个自然日到达，并不得晚于活动结束后一个自然日离开。对于参会者自付的餐饮、出租车费和其他杂费，可从接受者的出发日期开始报销，并在返程时结束报销。无个人费用、娱乐和不适当的客人雅培不得支付：* 个人娱乐费用、短途旅行或其他个人费用（例如电话、水疗、按摩、体育赛事、机场贵宾室费用）。
* 出于教育或商业目的进行差旅的个人的家属、配偶或其他不当客人的差旅费用。
 |
| [Screen 16](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=26_C_17) [26\_C\_17](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=26_C_17)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 16](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=27_C_17) [27\_C\_17](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=27_C_17)  | Which is an appropriate business expense Abbott employees may reimburse in relation to a business or educational meeting? | 雅培员工可以报销哪些与商务或教育会议相关的适当业务费用？ |
| [Screen 16](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=28_C_17) [28\_C\_17](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=28_C_17)  | Hotel spa servicesAirport lounge feesTaxi faresSporting event ticketsSubmit | 酒店水疗服务机场贵宾室费用出租车费体育赛事门票提交 |
| [Screen 16](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=29_C_17) [29\_C\_17](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=29_C_17)  | That's correct!That's not correct!Abbott may not pay for:* Personal entertainment expenses, side trips, or other personal expenses (for example, phone, Spa, massage, sporting events, airport lounge fees).
* Travel for family members or other guests of the individual traveling for educational or business purposes.
 | 正确！不正确！雅培不得支付：* 个人娱乐费用、短途旅行或其他个人费用（例如电话、水疗、按摩、体育赛事、机场贵宾室费用）。
* 出于教育或商业目的进行差旅的个人的家属或其他客人的差旅费用。
 |
| [Screen 17](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=30_C_18) [30\_C\_18](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=30_C_18)  |  |  |
| [Screen 17](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=31_C_18) [31\_C\_18](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=31_C_18)  | Abbott employees are expected to apply Abbott’s Ethics and Compliance Global Business Standards when interacting with: | 雅培员工与以下人员互动时，应遵守雅培的《道德与合规全球商业标准》： |
| [Screen 17](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=32_C_18) [32\_C\_18](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=32_C_18)  | Healthcare Professionals (HCPs) and Healthcare Institutions (HCIs)Patients, consumers, and customersRetailers and distributorsGovernment OfficialsAll of the aboveSubmit | 医疗保健专业人士 (HCP) 和医疗保健机构 (HCI)患者、消费者和客户零售商和经销商政府官员以上皆是提交 |
| [Screen 17](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=33_C_18) [33\_C\_18](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=33_C_18)  | That's correct!That's not correct!Abbott's Global Business Standards set forth principles regarding our expectations for routine business interactions with external parties, such as healthcare professionals (HCPs), healthcare institutions (HCIs), government officials, retailers, distributors, customers, patients, and consumers. | 正确！不正确！雅培的《全球商业标准》就与外部各方（例如医疗保健专业人士 (HCP)、医疗保健机构 (HCI)、政府官员、零售商、经销商、客户、患者和消费者）进行日常商务往来的原则，提出了我们的期望。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=34_C_19) [34\_C\_19](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=34_C_19)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=35_C_19) [35\_C\_19](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=35_C_19)  | MealsAbbott may pay for occasional modest meals and refreshments in connection with legitimate educational or business purposes permitted under Abbott policies and procedures. | 餐饮雅培可偶尔支付与雅培政策及流程允许的合法教育或商业目的相关的适度餐饮和茶点费用。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=36_C_19) [36\_C\_19](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=36_C_19)  | TravelAbbott may provide reasonable travel and accommodations in connection with legitimate educational or business purposes permitted under Abbott policies and procedures. | 差旅雅培可提供与雅培政策及流程允许的合法教育或商业目的相关的合理差旅和住宿。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=37_C_19) [37\_C\_19](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=37_C_19)  | EntertainmentStandalone entertainment events are not permitted. Abbott may not provide reimbursement or pay for an individual’s personal entertainment or recreation (such as spa treatments, sporting events, or side trips) or other personal expenses, including expenses of family members or other guests. | 娱乐不允许进行个人娱乐活动。雅培不得报销或支付个人娱乐或休闲（如水疗护理、体育赛事或短途旅行）或其他个人费用，包括家属或其他客人的费用。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=38_C_19) [38\_C\_19](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=38_C_19)  | iComplyFor a full list of requirements relating to meals, travel, and entertainment, visit iComply and use the Policy and Form Library to access the ethics and compliance policies and procedures specific to your country. | iComply有关餐饮、差旅和招待的详细要求，请访问 iComply，并使用“政策和表单库”查阅你所在国家/地区的道德与合规政策及流程。 |
| [Screen 20](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=40_C_21) [40\_C\_21](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=40_C_21)  | Our Global Business Standards define our expectations for conducting business the right way around the world.You are responsible for ensuring activities comply with our Global Business Standards as well as with local laws and regulations. | 我们的《全球商业标准》阐明了我们对在世界各地以正确的方式开展业务的期望。你有责任确保各项活动符合我们的《全球商业标准》以及当地的法律法规。 |
| [Screen 21](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=41_C_22) [41\_C\_22](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=41_C_22)  | Visit [iComply](https://icomply.abbott.com/) to get started and locate the specific policies and procedures relevant to your country.* Use the Policy and Form Library to access the documents associated with a country and/or division.
* Use Global Passport to access resources including the [HCP Cross-Border Engagement Form](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/Passport/Documents/Cross-Border_Engagement_Form.pdf).
 | 请先访问 [iComply](https://icomply.abbott.com/)，找到与你所在国家/地区相关的具体政策及流程。* 使用“政策和表单库”访问与各个国家/地区和/或部门相关的文件。

使用“全球护照”访问各种资源，包括 [HCP 跨境聘用表](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/Passport/Documents/Cross-Border_Engagement_Form.pdf)。 |
| [Screen 22](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=42_C_23) [42\_C\_23](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=42_C_23)  | If your local policies or procedures do not address a particular question that you have about a proposed business interaction, do not assume that the interaction is permitted.Contact OEC if you feel unsure about a particular process or transaction. | 如果你当地的政策或程序未能解决你对提议商务往来的特定疑问，请勿假设允许进行往来。如果你对特定流程或交易有疑惑，请联系商业道德合规部。 |
| [Screen 23](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=43_C_24) [43\_C\_24](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=43_C_24)  | Take a moment to confirm your agreement with the statements below.I will apply the OEC Global Business Standards in my business interactions with respect to meals, travel, and entertainment.I know that I can locate ethics and compliance policies on [iComply](https://icomply.abbott.com/).I know what to do to get help and support.Confirm | 花点时间确认你同意下述声明。本人将在与餐饮、差旅和招待相关的商务往来中遵守商业道德合规部全球业务标准。我知道，我可以在 [iComply](https://icomply.abbott.com/) 上找到道德与合规政策。我知道如何寻求帮助和支持。确认 |
| [Screen 24](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=44_C_25) [44\_C\_25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=44_C_25)  | The Knowledge Check that follows consists of 5 questions. You must score 80% or higher to successfully complete this course.WHEN YOU ARE READY, CLICK THE KNOWLEDGE CHECK BUTTON. | 随后的知识检查部分含 5 道题。你必须达到 80% 或以上的正确率才能成功通过本课程测验。做好准备后，请点击“知识检查”按钮。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=45_C_26) [45\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=45_C_26)  | [1] At Abbott, we do not inappropriately provide anything of value – including meals, travel, or entertainment – to anyone to get a sale or obtain a business advantage. | [1] 在雅培，我们不会为了达成销售或谋取商业利益而不当提供任何有价物，包括餐饮、差旅或招待。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=46_C_26) [46\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=46_C_26)  | [1] True | [1] 对 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=47_C_26) [47\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=47_C_26)  | [2] FalseNext | [2] 错下一页 |
| Screen 25Question 1: Feedback48\_C\_26 | At Abbott, we do not buy business. We adhere to anti-bribery principles that prohibit offering or providing anything that directly or indirectly benefits any person to secure a business advantage. We set limits surrounding meals, travel, and entertainment. | 雅培不会收买任何人以获得业务。我们遵守反贿赂原则，禁止为了谋取商业优势向任何人直接或间接承诺提供或提供利益。我们对餐饮、差旅和招待作了限制。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=49_C_26) [49\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=49_C_26)  | [2] First class airfare is allowed for flights over 4 hours. | [2] 飞行时间超过 4 小时的航班允许购买头等舱机票。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=50_C_26) [50\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=50_C_26)  | [1] True | [1] 对 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=51_C_26) [51\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=51_C_26)  | [2] FalseNext | [2] 错下一页 |
| Screen 25Question 2: Feedback52\_C\_26 | Abbott has established the following air travel requirements:* Flights of four hours or less should be booked in economy class.
* Business class is only permitted for a (one-way) flight time of more than four hours.
* First class airfare is not allowed.

Refer to your local ethics and compliance policy and procedure to review additional restrictions or requirements. | 雅培制定了以下航空差旅要求：* 4 小时或飞行时间更短的航班应预订经济舱。
* （单程）飞行时间超过 4 小时方可乘坐商务舱。
* 不可购买头等舱机票。

请参阅你当地的道德与合规政策及流程，查看其他限制或要求。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=53_C_26) [53\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=53_C_26)  | [3] Abbott may pay expenses of a family member of an individual traveling for educational or business purposes. | [3] 雅培可为出于教育或商业目的而进行差旅的个人的家属支付费用。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=54_C_26) [54\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=54_C_26)  | [1] True | [1] 对 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=55_C_26) [55\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=55_C_26)  | [2] FalseNext | [2] 错下一页 |
| Screen 25Question 3: Feedback56\_C\_26 | Abbott may not pay for travel for family members or other guests of the individual traveling for educational or business purposes. | 雅培不得为出于教育或商业目的进行差旅的个人的家属或其他客人支付差旅费用。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=57_C_26) [57\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=57_C_26)  | [4] When approving expense reports it is the manager’s responsibility to make sure that expenses are appropriate and follow Abbott’s policies. | [4] 审批费用报告时，经理有责任确保费用得当，并遵守雅培的政策。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=58_C_26) [58\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=58_C_26)  | [1] True | [1] 对 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=59_C_26) [59\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=59_C_26)  | [2] FalseNext | [2] 错下一页 |
| Screen 25Question 4: Feedback60\_C\_26 | People managers, DVPs, and Division Controllers have visibility to their employees’ expenses to ensure policies are followed. | 带人经理、DVP 和部门总监可以查看其员工的费用，确保遵守政策。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=61_C_26) [61\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=61_C_26)  | [5] Abbott agrees to fund travel for an HCP to attend an Abbott meeting, in compliance with all Abbott policies. The HCP asks that we arrange for his return travel several days after the end of the Abbott meeting, so he can tour the city. The return flight on the HCP's preferred date is cheaper than the return flight immediately after the Abbott meeting, and the HCP will personally pay all incremental hotel and meal charges. Because Abbott will save money by complying with the HCP's request, it should arrange travel for the later return date. | [5] 雅培同意在遵守雅培所有政策的情况下，为 HCP 参加雅培会议提供差旅费用。HCP要求在雅培会议结束几天后安排回程，以便他游览这座城市。HCP 首选日期的返程航班比雅培会议后立即返程的航班便宜， 而且 HCP 将支付所增加的全部酒店和用餐费用。由于雅培如按照 HCP 的要求可以节省费用，因此，应当安排延迟返程的差旅。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=62_C_26) [62\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=62_C_26)  | [1] True | [1] 对 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=63_C_26) [63\_C\_26](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=63_C_26)  | [2] FalseSubmit | [2] 错提交 |
| Screen 25Question 5: Feedback64\_C\_26 | Standalone entertainment events are not permitted. Abbott may not provide reimbursement or pay for an individual’s personal entertainment or recreation (such as spa treatments, sporting events, side trips) or other personal expenses, including expenses of family members or other guests. | 不允许进行个人娱乐活动。雅培不得报销或支付个人娱乐或休闲（如水疗护理、体育赛事、短途旅行）或其他个人费用，包括家属或其他客人的费用。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=72_C_200) [72\_C\_200](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=72_C_200)  | Where to Get Help | 获取帮助的途径 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=73_C_200) [73\_C\_200](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=73_C_200)  | Manager OR SUPERVISORIf you have a question or need guidance about potential concerns involving meals, travel, and entertainment, speak with your manager. | 经理或主管如果你对涉及餐饮、差旅和招待的潜在问题有疑问或需要指导，请咨询你的经理。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=74_C_200) [74\_C\_200](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=74_C_200)  | WRITTEN STANDARDSVisit [iComply](https://icomply.abbott.com/Default.aspx) and use the Policy and Form Library to access the ethics and compliance policy and procedure specific to your country for further guidance on these topics.For our company’s fundamental set of expectations about interactions with others, consult our [Code of Business Conduct](http://www.abbott.com/investors/governance/code-of-business-conduct.html) . | 书面标准访问 [iComply](https://icomply.abbott.com/Default.aspx) ，并使用“政策和表单库”查阅你所在国家/地区的道德与合规政策及流程，获取有关这些主题的进一步指导。关于本公司对与他人互动设定的基本预期，请查阅我们的[《商业行为准则》](http://www.abbott.com/investors/governance/code-of-business-conduct.html)。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=75_C_200) [75\_C\_200](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=75_C_200)  | Office of Ethics and Compliance (OEC)The OEC is a corporate resource available to address your compliance questions or concerns, including interactions that may occur in connection with meals, travel, and entertainment.* Visit the [Contact OEC](https://icomply.abbott.com/Apps/ComplianceContacts/) page on the [OEC website](https://abbott.sharepoint.com/sites/AW-Ethics_Compliance) on Abbott World.
* Visit [Speak Up](http://speakup.abbott.com/) to voice your concerns about potential violations of our Code of Business Conduct or policies. [Speak Up](http://speakup.abbott.com/) is available globally, 24/7 in multiple languages.
* You can also email investigations@abbott.com.
 | 商业道德合规部 (OEC)商业道德合规部是企业资源，可用于解决你的合规问题或疑虑，包括可能与餐饮、差旅和招待相关的互动。* 访问“雅培全球”[商业道德合规部网站](https://abbott.sharepoint.com/sites/AW-Ethics_Compliance)上的[联系商业道德合规部](https://icomply.abbott.com/Apps/ComplianceContacts/)页面。
* 访问 [Speak Up](http://speakup.abbott.com/)，表达你对可能违反我们的《商业行为准则》或政策的疑虑。[Speak Up](http://speakup.abbott.com/) 在全球全天候以多种语言提供服务。

你还可发送电子邮件至 investigations@abbott.com。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=76_C_200) [76\_C\_200](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=76_C_200)  | Legal DivisionIf you have questions about laws and regulations that govern our relationships with customers and business partners, the Legal Division can assist you. Click [here](https://abbott.sharepoint.com/sites/AW-Abbott-Legal/SitePages/lho.aspx) to access the Legal home page on Abbott World. | 法律部如对管辖我们与客户和业务合作伙伴关系的法律法规有疑问，法律部可以为你提供帮助。点击[此处](https://abbott.sharepoint.com/sites/AW-Abbott-Legal/SitePages/lho.aspx)，访问“雅培全球”上的法律部主页。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=77_C_200) [77\_C\_200](http://www.learnex.co.uk/test/AbbottMeals/courses/EN-US/course/index.html?showScreen=77_C_200)  | Course ResourcesTranscriptClick [here](file:///C%3A/dev/AbbottMeals/courses/EN-US/translation/reference/Transcript.pdf) for a full transcript of the course | 课程资源录音文稿点击[此处](file:///C%3A/dev/AbbottMeals/courses/EN-US/translation/reference/Transcript.pdf)，查看本课程的脚本全文 |
| 78\_toc\_1 | Welcome | 欢迎 |
| 79\_toc\_2 | Global Business Standards: Meals, Travel, and Entertainment | 全球商业标准：餐饮、差旅和招待 |
| 80\_toc\_3 | Our Philosophy | 我们的理念 |
| 81\_toc\_4 | Objectives | 目的 |
| 82\_toc\_5 | Table of Contents | 目录 |
| 83\_toc\_6 | Introduction | 介绍 |
| 84\_toc\_7 | Overview | 概述 |
| 85\_toc\_8 | Topics Covered in this Course | 本课程涵盖的主题 |
| 86\_toc\_9 | Table of Contents | 目录 |
| 87\_toc\_10 | Meals, Travel, and Entertainment | 餐饮、差旅和招待 |
| 88\_toc\_11 | Meals | 餐饮 |
| 89\_toc\_12 | Quick Check | 快速查看 |
| 90\_toc\_13 | Travel | 差旅 |
| 91\_toc\_14 | Quick Check | 快速查看 |
| 92\_toc\_15 | Review | 复习 |
| 93\_toc\_16 | Table of Contents | 目录 |
| 94\_toc\_17 | The Impact on Our Business and Our Responsibilities | 对我们业务的影响和我们的责任 |
| 95\_toc\_18 | Your Responsibilities | 你的责任 |
| 96\_toc\_19 | Your Commitment | 你的承诺 |
| 97\_toc\_20 | Knowledge Check | 知识检查 |
| 98\_toc\_21 | Introduction | 介绍 |
| 99\_toc\_22 | Assessment | 评估 |
| 100\_toc\_23 | Feedback | 反馈 |
| 101\_toc\_24 | Survey | 调查 |
| 102\_string\_1 | The Course cannot contact the LMS. Click 'OK' to continue and review the course. Note, Course Certification may not be available. Click 'Cancel' to exit  | 本课程无法联系 LMS。点击“确定”继续复习本课程。注意：课程认证可能不可用。点击“取消”退出  |
| 103\_string\_2 | All questions remain unanswered | 所有问题均未回答 |
| 104\_string\_3 | Questions | 问题 |
| 105\_string\_4 | Question | 问题 |
| 106\_string\_5 | not answered | 未回答 |
| 107\_string\_6 | That's correct! | 正确！ |
| 108\_string\_7 | That's not correct! | 不正确！ |
| 109\_string\_8 | Feedback:  | 反馈： |
| 110\_string\_9 | Global Business Standards: Meals, Travel, and Entertainment | 全球商业标准：餐饮、差旅和招待 |
| 111\_string\_10 | Knowledge Check | 知识检查 |
| 112\_string\_11 | Submit | 提交 |
| 113\_string\_12 | Retake | 重新测验 |
| 114\_string\_13 | Course Description: This course was designed to help you apply our Office of Ethics and Compliance (OEC) Global Business Standards in common business interactions related to Meals, Travel, and Entertainment. This course will take approximately 15-20 minutes to complete. | 课程描述：本课程旨在帮助你在餐饮、差旅和招待方面的常见商务往来中遵守雅培商业道德合规部 (OEC) 的《全球商业标准》。完成本课程大约需要 15 到 20 分钟。 |
| 115\_string\_14 | Menu | 菜单 |
| 116\_string\_15 | Resources | 资源 |
| 117\_string\_16 | Reference Material | 参考资料 |
| 118\_string\_17 | Audio | 音频 |
| 119\_string\_18 | Exit | 退出 |
| 120\_string\_19 | Close | 关闭 |
| 121\_string\_20 | Comment... | 点评…… |

Ethical Marketing of Infant Formula

|  |  |  |
| --- | --- | --- |
| ID | Source | Target |
| [Screen 0](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=1_C_1) [1\_C\_1](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=1_C_1)  | Ethical Marketing of Infant FormulaClick the forward arrow | 婴儿配方奶粉的道德营销点击前进箭头 |
| [Screen 1](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=2_C_2) [2\_C\_2](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=2_C_2)  | All parents want to provide the best for their children.At Abbott, we believe proper nutrition, especially for babies, is critical for building lifelong health. We work tirelessly to develop the best, most scientifically advanced and innovative, lifesaving nutrition for children everywhere. | 所有的父母都希望给自己孩子最好的。在雅培，我们相信合理营养，尤其是婴儿时期的合理营养，对获得终生健康至关重要。我们在不懈地努力，为世界各地的儿童开发最先进的、最具创新性的最佳生命营养。 |
| [Screen 2](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=3_C_3) [3\_C\_3](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=3_C_3)  | Abbott has a long history of doing things the right way.We have built our reputation on the values of honesty, fairness, and integrity. As employees and leaders, it is our responsibility to ensure our words and actions promote these values.In this course, you will learn how our commitment to the ethical marketing of infant formula reflects these values. | 长期以来，雅培始终坚持以正当的方式经营业务。我们秉持诚实、公平和正直的价值观，以此建立了我们的声誉。作为员工和领导者，我们有责任确保我们用言行来推广这些价值观。本课程中，你将了解我们是如何通过坚持以道德的方式开展婴儿配方奶粉营销来体现这些价值观的。 |
| [Screen 3](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=4_C_4) [4\_C\_4](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=4_C_4)  | Upon completion of this course, you will be able to:* Describe the environment in which we operate,
* Articulate Abbott’s beliefs and commitments,
* Comply with Abbott’s expectations, and
* Know where to go for help and support.
 | 完成本课程后，你将能够：* 描述我们的业务环境，
* 清楚表述雅培的信念和承诺，
* 遵循雅培的期望以及
* 了解寻求帮助和支持的途径。
 |
| [Screen 4](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=5_C_5) [5\_C\_5](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=5_C_5)  | [1] Welcome1 minute[2] Introduction to Ethical Marketing of Infant Formula6 minutes[3] Abbott’s Beliefs and Commitments6 minutes[4] Our Responsibilities3 minutes[5] Your Commitment20 seconds[6] Knowledge Check5 minutesLearning ProgressThis Topic is now available. | [1] 欢迎1 分钟[2] 婴儿配方奶粉的道德营销简介6 分钟[3] 雅培的信念和承诺6 分钟[4] 我们的责任3 分钟[5] 你的承诺20 秒[6] 知识检查5 分钟学习进度这个主题现在可用。 |
| [Screen 5](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=6_C_6) [6\_C\_6](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=6_C_6)  | The sales and marketing practices of infant formula manufacturers are closely scrutinized.It is our policy to market products in a way that does not interfere with the protection and promotion of breastfeeding. | 婴儿配方奶粉制造商的销售和营销活动受到严格审查。我们的政策规定产品营销不能干扰对母乳喂养的保护和宣传。 |
| [Screen 6](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=7_C_7) [7\_C\_7](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=7_C_7)  | The reason for this is simple: breastfeeding provides the best nutrition for babies.For parents who need or want another option, infant formula is the only appropriate, safe alternative. Infant formula should not be marketed in a way that competes with breastfeeding. Adequate and responsible nutrition information ensures the protection of breastfeeding as an important part of promoting the health and welfare of infants. We should support informed and confident choices when mothers do not breastfeed or combination feed, using both breast milk and infant formula. | 原因很简单：母乳喂养为婴儿提供了最好的营养。对于需要或想要另一种选择的父母来说，婴儿配方奶粉是唯一合适且安全的替代方案。婴儿配方奶粉的营销不应该与母乳喂养形成竞争。作为促进婴儿健康和福利的重要部分，充分和负责任的营养信息可确保母乳喂养得到保护。当母亲不进行母乳喂养，或者同时使用母乳和婴儿配方奶粉混合喂养时，我们应该支持知情和自信的选择。 |
| [Screen 7](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=8_C_8) [8\_C\_8](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=8_C_8)  | Abbott takes its responsibility as a leader in the infant formula industry seriously.We understand that our products affect the health of infants in the most crucial ways. We are committed to delivering optimum nutrition to infants worldwide and supporting each parent’s choice of what to feed their infant. | 雅培认真履行其作为婴儿配方奶粉行业领导者的责任。我们知道我们的产品对婴儿的健康有着最关键性的影响。我们致力于为全世界的婴儿提供最佳营养，并支持每个父母选择喂养婴儿的方式。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=9_C_9) [9\_C\_9](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=9_C_9)  | The infant formula space has many stakeholders and experts.It is important for all of us at Abbott to recognize the differing positions and goals of these stakeholders. Not only because we all support proper nutrition for infants and young children, but also because governments and regulators look to these stakeholders for expertise, guidance, and support. | 在婴儿配方奶粉领域，有许多利益相关方和专家。对我们雅培的所有人来说，认可这些利益相关者的不同立场和目标很重要。这不仅是因为我们都支持为婴幼儿提供合理营养，还因为政府和监管机构都希望通过这些利益相关者获得专业知识、指导和支持。 |
| [Screen 9](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=10_C_10) [10\_C\_10](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=10_C_10)  | The World Health Organization (WHO) plays a key role in the promotion of safe and adequate nutrition for infants.The WHO’s International Code of Marketing of Breastmilk Substitutes (WHO Code) was published in 1981. The WHO Code is an international set of recommendations covering the marketing of infant formula. The WHO Code aims to promote and protect breastfeeding and to ensure the proper use of breast milk substitutes, when needed. | 世界卫生组织（WHO）在促进婴儿获得安全和充分的营养方面发挥着关键作用。WHO 《国际母乳代用品销售守则》（简称《WHO 守则》）于 1981 年发布。《WHO 守则》是国际上针对婴儿配方奶粉营销的一系列建议。《WHO 守则》旨在促进和保护母乳喂养，并确保在必要时适当地使用母乳替代品。 |
| [Screen 10](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=11_C_11) [11\_C\_11](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=11_C_11)  | At the time of its publication, World Health Organization Member States chose by a vote of 118-1 to support the WHO Code.The WHO Code was adopted as a policy recommendation not as a regulation, and it’s up to each Member State to determine how they follow or implement the WHO Code. Since its publication, 25 countries have implemented measures that are substantially aligned with the WHO Code. Some Member States have limited implementation to specific parts of the WHO Code recommendations and others have implemented restrictions that were not specifically included in these recommendations.Many governments still look to the World Health Organization for expertise, guidance, and support. The U.N. General Assembly continues to urge governments to implement the Code. | 在《WHO 守则》发布时，世界卫生组织成员国以 118 票对 1 票的投票结果选择支持该守则。《WHO 守则》仅作为一项政策建议而非一项法规获得通过，由每个会员国决定如何遵循或实施《WHO 守则》。自发布以来，已有 25 个国家/地区执行了与《WHO 守则》基本一致的措施。有一些成员国仅限于执行了《WHO 守则》建议中的特定部分，而另一些成员国则执行了这些建议中未具体涵盖的限制。许多政府仍然向世界卫生组织寻求专业知识、指导和支持。联合国大会持续敦促各国政府实施该守则。 |
| [Screen 11](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=12_C_12) [12\_C\_12](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=12_C_12)  | The International Baby Food Action Network (IBFAN) is a vocal and influential public interest group that works to promote, protect, and support breastfeeding and infant feeding.IBFAN is a network of over 200 groups, including consumer organizations, healthcare worker associations, and parent groups. One of its priorities is to bring about full implementation of the WHO Code by all Member States. | 国际婴儿食品行动同盟（IBFAN）是一个有发言权和影响力的公益性团体，致力于促进、保护和支持母乳喂养和婴儿喂养。IBFAN 是一个由 200 多个团体组成的同盟，包括消费者组织、医疗保健工作者协会和父母群体。它的一项工作重点就是促使所有成员国全面执行《WHO 守则》。 |
| [Screen 12](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=13_C_13) [13\_C\_13](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=13_C_13)  | Although we may not always agree with IBFAN’s and other organizations’ principles and methods, we do agree with their goal of supporting the health, growth, and development of all children, especially in early development.We also agree with IBFAN’s position that all parents should have the right to breastfeed and make informed decisions about feeding infants and young children. | 尽管我们可能并不完全认同国际婴儿食品行动联盟 (IBFAN) 和其他组织的原则及做法，但我们仍认同其支持所有儿童健康、成长和发育的目标，特别是儿童的早期发育。我们也认同 IBFAN 的立场，即所有父母都有权利进行母乳喂养，并对婴幼儿喂养作出知情决定。 |
| [Screen 13](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=14_C_14) [14\_C\_14](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=14_C_14)  | At Abbott, it is important that we listen to the concerns raised by stakeholder groups.IBFAN and other organizations, such as the Bill and Melinda Gates Foundation and Helen Keller International, are important stakeholders that support governments in the implementation and enforcement of the WHO Code. | 在雅培，听取利益相关团体提出的疑虑很重要。IBFAN 与盖茨基金会 (Bill and Melinda Gates Foundation) 和海伦凯勒国际慈善组织 (Helen Keller International) 等其他组织是支持各国政府实施和执行《WHO 守则》的重要利益相关方。 |
| [Screen 14](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=15_C_15) [15\_C\_15](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=15_C_15)  | The Access to Nutrition Initiative (ATNI) is an important stakeholder actively engaged with the private sector to encourage businesses to do more to achieve good health through improved diets and nutrition.ATNI’s flagship initiative is the Global Access to Nutrition Index. The index provides ratings on how well the marketing practices of manufacturers of breast milk substitutes align with the standards set out by the WHO Code. | 营养获取倡议组织 (Access to Nutrition Initiative, ATNI) 是一个重要的利益相关方，它积极与私营企业沟通，鼓励他们通过改善饮食和营养品质来实现良好的健康水平。ATNI 的旗舰计划是全球营养获取指数。该指数评估母乳代用品生产商的营销活动是否符合《WHO 守则》规定的标准。 |
| [Screen 15](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=16_C_16) [16\_C\_16](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=16_C_16)  | Increasingly stringent regulations in the infant formula space also provide challenges.Some countries have enacted legislation implementing the provisions outlined in the WHO Code. However, each country interprets the WHO Code differently in response to the needs of its local population and changes in the external environment. As a result, countries in which Abbott operates have varied and sometimes inconsistent regulations that we must follow. | 婴儿配方奶粉领域日益严格的法规也带来了挑战。一些国家/地区颁发了法律，执行《WHO 守则》中的规定。但是，根据本地人口需求和外部环境变化，每个国家/地区对《WHO 守则》的解读有所不同。因此，雅培运营所在的各个国家/地区会有不尽相同的，有时甚至不一致的法规，我们必须遵守这些法规。 |
| [Screen 16](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=17_C_17) [17\_C\_17](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=17_C_17)  | The landscape surrounding the sale and marketing of infant formula remains dynamic.All Abbott employees who are involved in sales and marketing of infant formula must follow the guidance provided by global and local Abbott policies and procedures. | 婴儿配方奶粉销售和营销的环境仍在发展变化中。所有参与婴儿配方奶粉销售和营销的雅培员工都必须遵循全球和当地雅培政策和流程所提供的指导。 |
| [Screen 17](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=18_C_18) [18\_C\_18](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=18_C_18)  | Finally, differences in local laws and regulations, as well as the fact that many countries have yet to enact legislation, means that some competitors operate in the marketplace aggressively and without regard to local regulations and codes.The result is that in certain markets, some competitors may push the boundaries of what Abbott would consider acceptable marketing practices. | 最后，地方法律法规的差异，以及许多国家/地区尚未颁布立法的事实，导致一些竞争对手在市场上做出激进的的行为，而不顾及地方法规和规范。导致的结果是，在某些市场，一些竞争对手可能会突破雅培认为可接受的营销行为边界。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=19_C_19) [19\_C\_19](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=19_C_19)  | Abbott’s policy is to support the goal of the WHO Code, marketing our products based on the best science, and ensuring our practices adhere to the laws and regulations of the countries in which we operate. | 雅培的政策是支持《WHO 守则》的目标，以最佳科学知识为基础销售我们的产品，并确保我们的做法符合我们开展业务的国家的法律和法规。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=20_C_20) [20\_C\_20](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=20_C_20)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=21_C_20) [21\_C\_20](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=21_C_20)  | Global SpotlightThe sales and marketing practices of infant formula manufacturers are closely scrutinized. | 全球焦点婴儿配方奶粉制造商的销售和营销活动受到严格审查。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=22_C_20) [22\_C\_20](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=22_C_20)  | Adherence to PoliciesAll Abbott employees involved in the sales and marketing of infant formula must follow the guidance provided by global and local Abbott policies and procedures. | 遵守政策所有参与婴儿配方奶粉销售和营销的雅培员工都必须遵循全球和当地雅培政策和规程所提供的指导。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=23_C_20) [23\_C\_20](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=23_C_20)  | Marketing Our ProductsWe support the goal of the WHO Code, marketing our products based on the best science, and ensuring our practices adhere to the laws and regulations of the countries in which we operate. | 销售我们的产品我们支持《WHO 守则》的目标，以最佳科学知识为基础销售我们的产品，并确保我们的做法符合我们开展业务的国家的法律和法规。 |
| [Screen 21](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=25_C_22) [25\_C\_22](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=25_C_22)  | At Abbott, we believe that the encouragement and protection of breastfeeding is an important part of the health and wellbeing of infants.We recognize that breast milk provides the best nutrition for healthy growth and development. We also believe breastfeeding helps to form a unique biological and emotional tie between parent and child. | 在雅培，我们相信鼓励和保护母乳喂养是婴儿健康和福祉的重要组成部分。我们认可母乳能为健康成长和发育提供最好的营养。我们还认为，母乳喂养有助于在母亲与和孩子之间建立一种独特的生物和情感纽带。 |
| [Screen 22](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=26_C_23) [26\_C\_23](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=26_C_23)  | Our Global Policy on the Marketing of Infant Formula (Global Policy) prohibits marketing infant formula in a way that competes with breastfeeding or interferes with the protection and promotion of breastfeeding.Abbott employees and partners involved in marketing, distribution, or selling of infant or follow-on formula products should not state or imply any superiority of formula feeding to breastfeeding. In addition, employees should not present these products in a way that discourages parents or caregivers from breastfeeding or feeding breast milk to their infants. | 我们的《婴儿配方奶粉的全球营销政策》（全球政策）禁止婴儿配方奶粉以与母乳喂养竞争的方式进行营销，或干扰对母乳喂养的保护和促进。涉及到婴儿配方奶粉或较大婴儿配方奶粉产品营销、分销或销售的雅培员工和合作伙伴不得声称或暗示配方奶粉喂养优于母乳喂养。而且，员工介绍产品时不得劝阻父母或照料人采取母乳喂养或给婴儿喂母乳。 |
| [Screen 23](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=27_C_24) [27\_C\_24](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=27_C_24)  | We recognize and respect the aims and principles of the WHO Code to contribute to the provision of safe and adequate nutrition for infants.We agree that breast milk provides the best nutrition for infants, and we support the goal of increasing breastfeeding. | 我们认可并尊重《WHO 守则》致力于为婴儿提供安全充分营养的宗旨和原则。我们同意母乳能给婴儿提供最佳营养这一观点，并且我们也支持增加母乳喂养的这个目标。 |
| [Screen 24](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=28_C_25) [28\_C\_25](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=28_C_25)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 24](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=29_C_25) [29\_C\_25](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=29_C_25)  | You overhear an Abbott third party representative saying to a consumer, “Breastfeeding may be fine for some women who have the luxury to take time off work, but for most working women, infant formula is a better choice and is just as good, if not better, from a nutritional perspective.“ What do you do? | 你无意中听到雅培的某个第三方代表对消费者说，“母乳喂养对于一些有闲工夫、不用工作的女性来说可能没什么问题，但对大多数职业女性来说，婴儿配方奶粉是一个更佳选择，而且从营养角度来看，就算不是更好，也一样很好。”你该怎么做？ |
| [Screen 24](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=30_C_25) [30\_C\_25](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=30_C_25)  | Nothing. Abbott has no control over the views and opinions of third parties.Explain to the third party that while it is okay to say infant formula is more convenient than breastfeeding, they should avoid saying it is better.Explain to the third party that they should never state or imply any superiority of formula feeding to breastfeeding.Submit | 什么都不做。雅培无法控制第三方的观点和意见。向第三方说明，可以说“婴儿配方奶粉比母乳喂养更便捷”，但不能说“婴儿配方奶粉更好”。向第三方说明，他们不得声称或暗示配方奶粉喂养优于母乳喂养。提交 |
| [Screen 24](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=31_C_25) [31\_C\_25](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=31_C_25)  | That's correct!That's not correct!You should explain Abbott’s expectation that all employees and partners involved in marketing, distribution or selling of Abbott infant formula or follow-on formula products should not state or imply superiority of formula feeding to breastfeeding. | 正确！不正确！你应该说明一下雅培的期望，即：涉及雅培婴儿配方奶粉或较大婴儿配方奶粉产品营销、分销或销售的雅培员工和合作伙伴均不得声称或暗示配方奶粉喂养优于母乳喂养。 |
| [Screen 25](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=32_C_26) [32\_C\_26](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=32_C_26)  | Our Global Policy commits us to follow the laws and regulations in the countries in which we do business.We expect that our employees and partners will follow all Abbott policies and applicable local regulations. In countries where local regulations are not as stringent as Abbott standards, employees and partners should follow Abbott policies and procedures. | 我们的《全球政策》要求我们遵守开展业务的国家/地区的法律和法规。我们希望我们的员工和合作伙伴遵守雅培的所有政策和适用的当地法规。在当地法规没有雅培标准那么严格的国家/地区，员工和合作伙伴应该遵循雅培的政策和流程。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=33_C_27) [33\_C\_27](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=33_C_27)  | We are committed to ethically and responsibly communicating about our products.We believe responsible communication and marketing have value in helping parents and caregivers engage in more informed conversations with their Healthcare Professionals, ultimately leading to better health outcomes. | 我们致力于以符合道德和负责任的方式沟通我们的产品。我们相信，负责任的沟通和营销有助于父母和照料人与他们的医疗保健专业人士进行更多知情对话，最终达到更佳的健康水平。 |
| [Screen 27](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=34_C_28) [34\_C\_28](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=34_C_28)  | We are committed to ensuring that all statements, in all our materials and communications, are science-based, balanced and factual.We expect that all claims made about Abbott products are accurate, supported by sound scientific evidence, and compliant with all applicable laws and regulations. | 我们致力于确保我们的所有声明（所有材料和沟通内容）均有科学依据、均衡适度且实事求是。我们期望所有关于雅培产品的宣称都准确无误，有充分的科学证据作为支持，并符合所有相关的法律法规。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=35_C_29) [35\_C\_29](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=35_C_29)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 28](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=36_C_29) [36\_C\_29](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=36_C_29)  | You learn that a salesperson working in your region is considering creating their own sales aids. When you ask about the sales aids, the salesperson tells you that no new content is being added, the material is just being rearranged and simplified from the original format to make it easier for parents to understand the information. What do you do? | 你了解到，在你所在地区工作的销售人员在考虑创建自己的销售辅助手册。当你询问有关销售辅助手册的情况时，销售人员告诉你没有添加任何新内容，只是做了重排并简化了内容，以便父母们更容易理解这些信息。你会怎么做？ |
| [Screen 28](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=37_C_29) [37\_C\_29](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=37_C_29)  | Nothing. Since the original material was approved for use and no new material is being added, the salesperson can continue to use the sales aids.Check to confirm that the modified sales aids remain science-based, balanced and factual. If you are satisfied they meet these standards, they are good to go.Tell the salesperson not to use the sales aids. Explain that all marketing materials must be used in the same form in which they were originally approved for use.Submit | 什么都不做。由于原材料已批准使用，且没有添加新材料，销售人员可以继续使用这些销售辅助手册。检查并确认修改后的销售辅助手册仍以科学为依据、平衡适度且实事求是。如果它们符合这些标准，你很满意，那么就可以使用。要求销售人员不要使用这些销售辅助手册。说明所有营销材料必须保留批准使用的原始形式。提交 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=38_C_29) [38\_C\_29](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=38_C_29)  | That's correct!That's not correct!Abbott’s Global Policy is supported by local promotional review procedures to ensure that all marketing materials, including digital advertising, are accurate, supported by sound scientific evidence and compliant with all applicable laws and regulations. Once approved, marketing materials must be used in exactly the same form in which they were approved, without alteration. | 正确！不正确！雅培的《全球政策》受本地推广审核程序支持，确保所有营销材料（包括数字广告）均准确无误，有可靠的科学证据作为支持，并且符合所有适用的法律法规。一旦批准，营销材料必须完全保留批准使用的形式，不得改动。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=39_C_30) [39\_C\_30](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=39_C_30)  | We recognize that Healthcare Professionals (HCPs) and institutions play an important role in guiding infant-feeding practices and providing patient advice.We believe that parents should be able to rely on that advice without concern that it has been improperly influenced by incentives from companies seeking to promote their products. | 我们认可医疗保健专业人士（HCP）和机构在指导婴儿喂养实践和为患者提供建议方面发挥着重要作用。我们相信父母可以信赖这些建议，而不必担心这些建议被意图推广其产品的公司通过激励措施施加了不当影响。 |
| [Screen 30](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=40_C_31) [40\_C\_31](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=40_C_31)  | Our Global Policy makes clear that advice from HCPs should be independent and free from undue commercial influence.We expect that all interactions with HCPs be appropriate and conducted in accordance with all Abbott policies and procedures. No item, gift or benefit may be offered or given as an inducement for the purchase, sale, or recommendation of Abbott products. | 我们的《全球政策》明确指出，HCP 的建议应该是独立的，不受不正当的商业影响。我们期望与 HCP 的所有互动都是恰当的，并符合雅培的所有政策及流程。不可提供或赠予任何物品、礼品或好处，以诱导购买、销售或推荐雅培产品。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=41_C_32) [41\_C\_32](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=41_C_32)  | Quick CheckTest your knowledge now! | 快速查看立即测验你掌握的知识！ |
| [Screen 31](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=42_C_32) [42\_C\_32](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=42_C_32)  | You are a member of Abbott’s Grant Committee. A sales colleague calls you and explains that they are in the process of helping a pediatrician put together a research grant application. Your colleague tells you, “The doctor is really influential and has a big say in whether or not we get our products in rotation at the regional healthcare system.” Your colleague asks for your advice. What do you do? | 你是雅培资助委员会的成员。一位销售同事打电话过来，告诉你他们正在帮助一位儿科医生准备一份研究资助申请。这位同事告诉你，“这位医生真的很有影响力，他对是否能在区域医疗保健体系里轮用我们的产品有很大话语权。” 你的同事在征求你的意见。你会怎么做？ |
| [Screen 31](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=43_C_32) [43\_C\_32](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=43_C_32)  | Outline the criteria that will be used by the committee to award the grant but take care to provide no other advice.Explain that while it is okay for your colleague to help the doctor with the application, it would not be okay for you to provide any advice.Explain to your colleague that the doctor needs to apply for the grant on their own, and that assistance should not be provided.Submit | 阐述委员会授予资助所采用的标准，但注意不要提供其他建议。解释你的同事可以帮助该医生申请，但你不能提供任何建议。向你的同事解释，医生需要自己申请资助，我们不得提供帮助。提交 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=44_C_32) [44\_C\_32](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=44_C_32)  | That's correct!That's not correct!Sales colleagues should not assist requestors with their grant applications. Assisting with grant applications could create the appearance that the awarding of a grant is tied to past, present, or future purchases of Abbott products. | 正确！不正确！销售同事不得协助申请者申请资助。协助申请资助可能会造成一种印象，即资助的授予与过去、现在或未来购买雅培产品挂钩。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=45_C_33) [45\_C\_33](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=45_C_33)  | We believe there is no one better to decide the most appropriate ways to feed a child than parents, following the guidance and advice of healthcare professionals.We fully support a parent’s right to choose. | 我们相信，依据医疗保健专业人士的指导和建议，没有人会比父母更能决定最合适的孩子喂养方式。我们完全支持父母的选择权利。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=46_C_34) [46\_C\_34](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=46_C_34)  | We respect and support every parent’s right to choose the most appropriate methods to feed their children, whether that’s breast milk, formula, or a combination of both.We expect that all employees involved in marketing activities show respect for consumers’ choices, including people who choose not to use our products. | 我们尊重并支持每个父母的选择权，每个父母都有权选择最合适的孩子喂养方式，无论是母乳、配方奶粉还是两者结合。我们期望所有涉及营销活动的员工都尊重消费者的选择，包括选择不使用我们产品的人。 |
| [Screen 34](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=47_C_35) [47\_C\_35](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=47_C_35)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 34](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=48_C_35) [48\_C\_35](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=48_C_35)  | Global Policy on the Marketing of Infant FormulaOur Global Policy prohibits marketing infant formula in a way that competes with breastfeeding or interferes with the protection and promotion of breastfeeding. | 婴儿配方奶粉营销全球政策我们的《全球政策》禁止婴儿配方奶粉以与母乳喂养竞争的方式进行营销，或干扰对母乳喂养的保护和促进。 |
| [Screen 34](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=49_C_35) [49\_C\_35](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=49_C_35)  | Local Laws and RegulationsWe expect all employees and partners to follow the laws and regulations in the countries in which they do business. | 当地法律法规我们希望所有员工和合作伙伴都遵守他们开展业务所在国家/地区的法律法规。 |
| [Screen 34](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=50_C_35) [50\_C\_35](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=50_C_35)  | Ethical MarketingWe are committed to ensuring that all statements in our materials and communications are science-based, balanced and factual. | 道德营销我们致力于确保我们的声明和沟通材料中的所有声明均有科学依据、均衡适度且实事求是。 |
| [Screen 34](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=51_C_35) [51\_C\_35](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=51_C_35)  | Independence of Healthcare ProfessionalsWe believe that parents should be able to rely on advice from HCPs without concern that it has been improperly influenced by incentives from companies seeking to promote their products. | 医疗保健专业人士的独立性我们相信父母可以信赖 HCP 的建议，而不必担心这些建议被意图推广其产品的公司通过激励措施对他们施加了不当影响。 |
| [Screen 34](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=52_C_35) [52\_C\_35](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=52_C_35)  | Rights of ParentsWe respect and support every parent’s right to choose the most appropriate methods to feed their children. | 父母的权利每个父母都有权选择最合适其孩子的喂养方式，我们要尊重并支持这种权利。 |
| [Screen 36](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=54_C_37) [54\_C\_37](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=54_C_37)  | All employees and partners of Abbott must act responsibly and ethically.Here are some simple things you can do to ensure you operate in a manner consistent with the beliefs, commitments, and expectations set out in our Global Policy on the Marketing of Infant Formula. | 雅培的所有员工和合作伙伴都必须以负责任且符合道德操守的方式行事。以下是你可以做的一些简单的事情，以确保你按照《婴儿配方奶粉营销全球政策》中提出的信念、承诺和期望经营业务。 |
| [Screen 37](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=55_C_38) [55\_C\_38](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=55_C_38)  | Know and comply with the policies, laws, and regulations in the countries in which you operate.We expect that our employees and partners will follow all local laws and regulations in countries where we do business. In countries where local regulations are not as stringent as Abbott standards, employees and partners should follow Abbott policies and procedures. | 了解并遵守业务运营国家/地区的政策、法律和法规。我们希望我们的员工和合作伙伴遵守我们开展业务所在国家/地区的所有当地法律法规。在当地法规没有雅培标准那么严格的国家/地区，员工和合作伙伴应该遵循雅培的政策和规程。 |
| [Screen 38](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=56_C_39) [56\_C\_39](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=56_C_39)  | Always promote infant formula in a balanced, fair, and accurate way.Only use Abbott-approved materials and, where communications are permitted, ensure that they are accurate, supported by sound scientific evidence, and compliant with all applicable laws and regulations. | 务必以均衡适度、公平公正和准确无误的方式推广婴儿配方奶粉。仅可使用雅培批准的材料，在允许传播的情况下，确保其准确无误，有充分的科学证据作为支持，并符合所有适用的法律法规。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=57_C_40) [57\_C\_40](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=57_C_40)  | Ask questions and raise concerns.If you have a question about an interaction or activity, talk to your manager. If you have a concern, raise the issue. The sooner you raise your concern, the better. A list of resources can be found at the end of this training. | 提出问题和疑虑。如果你对某项互动或活动有疑问，可以和你的经理谈谈。如果你有疑虑，请提出来。越早提出你的疑虑越好。本次培训的末尾提供了一系列资源。 |
| [Screen 40](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=58_C_41) [58\_C\_41](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=58_C_41)  | Never discourage breastfeeding.Infant formula should NEVER be promoted to compete with breastfeeding; nor should marketing materials be presented in a way that discourages breastfeeding. | 切勿劝阻母乳喂养。绝不提倡婴儿配方奶粉以与母乳喂养竞争的方式进行推广；介绍营销材料内容时也不得劝阻母乳喂养。 |
| [Screen 41](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=59_C_42) [59\_C\_42](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=59_C_42)  | Abbott leaders have additional responsibilities. | 雅培领导者肩负着额外责任。 |
| [Screen 42](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=60_C_43) [60\_C\_43](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=60_C_43)  | Set clear expectations.All employees must receive training on and follow relevant policies and procedures. Make sure your team knows, understands, and complies with all relevant policies/procedures, laws, and regulations. If there are changes to these policies/procedures and/or regulations, make sure your team is notified. | 设定明确的期望要求。所有员工都必须接受相关政策培训，并遵守相关政策及流程。确保你的团队知晓、理解并遵守所有相关政策/流程、法律和法规。如果这些政策/流程和/或法规发生了变化，请务必通知你的团队。 |
| [Screen 43](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=61_C_44) [61\_C\_44](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=61_C_44)  | Lead by example.Take personal responsibility for creating a culture that supports ethical behavior. Foster an open environment where employees feel secure asking questions and raising concerns. | 以身作则。承担个人责任，创造一种支持道德行为的文化。营造一个开放的环境，让员工能够放心地提出问题和疑虑。 |
| [Screen 44](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=62_C_45) [62\_C\_45](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=62_C_45)  | Monitor and respond.Finally, always check to make sure your team is complying with all relevant policies, procedures and regulations. If issues are identified, take appropriate action to ensure improvements are made to prevent further issues. | 监督与应对。最后，务必检查并确保你的团队遵守所有相关政策、流程和法规。如果发现问题，应采取适当的措施，确保做出改进，防止出现更多问题。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=63_C_46) [63\_C\_46](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=63_C_46)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts in this section. | 点击箭头以开始查看。复习请花些时间来复习本部分中的一些关键概念。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=64_C_46) [64\_C\_46](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=64_C_46)  | Never Discourage BreastfeedingEmployees and partners should NEVER promote infant formula to compete with breastfeeding. | 切勿劝阻母乳喂养员工和合作伙伴绝不能以与母乳喂养竞争的方式推广婴儿配方奶粉。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=65_C_46) [65\_C\_46](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=65_C_46)  | Responsibilities of Employees and PartnersAbbott employees and partners have a responsibility to:* Ethically promote infant formula.
* Know and comply with the local policies, laws, and regulations.
* Ask questions and raise concerns.
 | 员工和合作伙伴的责任雅培员工和合作伙伴有责任：* 以符合道德的方式推广婴儿配方奶粉。
* 了解并遵守当地的政策、法律、法规。

提出问题和疑虑。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=66_C_46) [66\_C\_46](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=66_C_46)  | Responsibilities of LeadersAbbott leaders have a responsibility to:* Set clear expectations,
* Lead by example, and
* Monitor and respond.
 | 领导的责任雅培领导者有责任：* 设定明确的期望要求，
* 以身作则，以及
* 监督与应对。
 |
| [Screen 47](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=68_C_48) [68\_C\_48](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=68_C_48)  | Take a moment to confirm your agreement with both statements.I received, read, understood, and will abide by Abbott’s Ethical Marketing of Infant Formula standards.I will follow the laws, local regulations, and Abbott policies and procedures relevant to the country where I am doing business. I understand that I must abide by Abbott policies and procedures, even in countries where local regulations are less stringent than Abbott standards.Confirm | 花一点时间确认你同意这两项声明。我收到、阅读、理解并将遵守雅培的婴幼儿配方奶粉道德营销标准。我将遵守与我开展业务所在国家/地区相关的法律、当地法规和雅培政策及流程。我明白，即便在当地法规没有雅培标准那么严格的国家/地区，我也必须遵守雅培的政策及流程。确认 |
| [Screen 48](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=69_C_49) [69\_C\_49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=69_C_49)  | The Knowledge Check that follows consists of 10 questions. You must score 80% or higher to successfully complete this course.WHEN YOU ARE READY, CLICK THE KNOWLEDGE CHECK BUTTON. | 随后的知识检查部分含 10 道题。你必须达到 80% 或以上的正确率才能成功通过本课程测验。做好准备后，请点击**“知识检查”**按钮。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=70_C_50) [70\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=70_C_50)  | [1] All World Health Organization (WHO) Member States have fully implemented the International Code of Marketing of Breastmilk Substitutes (WHO Code). | [1] 所有世界卫生组织（WHO）成员国都充分执行《国际母乳代用品销售守则》（《WHO 守则》）。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=71_C_50) [71\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=71_C_50)  | [1] True | [1] 对 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=72_C_50) [72\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=72_C_50)  | [2] FalseNext | [2] 错下一页 |
| Screen 49Question 1: Feedback73\_C\_50 | The Code was adopted as a policy recommendation, not as a regulation, and since its adoption in 1981, 25 of the Member States have enacted legislation implementing the provisions outlined in the WHO Code. Some Member States have implemented only specific parts of the WHO Code recommendations. | 该《守则》仅作为一项政策建议，而非法规。自 1981 年通过以来，只有 25 个成员国颁布立法，执行《WHO 守则》中的规定。一些成员国仅执行《WHO 守则》建议的特定部分。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=74_C_50) [74\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=74_C_50)  | [2] As a leader in the infant formula industry, it is important to listen to the perspectives of which stakeholder group: | [2] 作为婴儿配方奶粉行业的领导者，听取哪些利益相关团体的观点是非常重要的： |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=75_C_50) [75\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=75_C_50)  | [1] The World Health Organization (WHO). | [1] 世界卫生组织（WHO）。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=76_C_50) [76\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=76_C_50)  | [2] International Baby Food Action Network (IBFAN). | [2] 国际婴儿食品行动联盟（IBFAN）。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=77_C_50) [77\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=77_C_50)  | [3] Access to Nutrition Inititiatve (ATNI). | [3] 营养获取倡议组织（ATNI）。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=78_C_50) [78\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=78_C_50)  | [4] All of the above.Next | [4] 以上皆是。下一页 |
| Screen 49Question 2: Feedback79\_C\_50 | It is important for us as a company to acknowledge and understand the positions and goals of all these stakeholders. This is so not only because we share the same goal, to support proper nutrition for infants and young children, but also because governments and regulators look to these stakeholders for expertise, guidance, and support. | 对我们公司来说，认知并理解所有这些利益相关者的立场和目标是很重要的。这不仅是因为我们有共同的目标，即支持为婴幼儿提供合理营养；也是由于政府和监管机构希望通过这些利益相关者获得专业知识、指导和支持。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=80_C_50) [80\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=80_C_50)  | [3] Why is it important for Abbott employees involved in sales and marketing of infant formula to closely follow the guidance that their local procedures provide?Check all that apply. | [3] 为什么涉及到婴儿配方奶粉销售和营销的雅培员工必须严格遵循本地流程所提供的指导？请选择所有适用选项。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=81_C_50) [81\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=81_C_50)  | [1] The landscape is dynamic. | [1] 环境不断发展变化。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=82_C_50) [82\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=82_C_50)  | [2] Abbott does not have a global policy governing the marketing of infant formula. | [2] 雅培没有管理婴儿配方奶粉营销的全球政策。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=83_C_50) [83\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=83_C_50)  | [3] There are differences in local laws and regulations.Next | [3] 地方法律和法规存在差异。下一页 |
| Screen 49Question 3: Feedback84\_C\_50 | Abbott employees involved in the sale and marketing of infant formula need to closely follow the guidance of their local procedures because of differences in local laws and regulations, as well as the fact that the landscape in most countries remains dynamic. | 由于地方法律和法规存在差异，而且大多数国家/地区的环境不断发展变化，因此涉及婴儿配方奶粉销售和营销的雅培员工需要严格遵循本地流程的指导。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=85_C_50) [85\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=85_C_50)  | [4] Per our policy, Abbott employees and partners involved in the marketing, distribution, or selling of Abbott infant formula or follow-on formula products should never:Check all that apply. | [4] 根据我们的政策，涉及雅培婴儿配方奶粉或较大婴儿配方奶粉产品的营销、分销或销售的雅培员工和合作伙伴绝不得：请选择所有适用选项。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=86_C_50) [86\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=86_C_50)  | [1] State or imply any superiority of formula feeding to breastfeeding. | [1] 声称或暗示配方奶粉喂养优于母乳喂养。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=87_C_50) [87\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=87_C_50)  | [2] Communicate about our products directly to Healthcare Professionals (HCPs). | [2] 直接与医疗保健专业人士（HCP）沟通我们的产品。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=88_C_50) [88\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=88_C_50)  | [3] Present our products in a way that discourages parents or caregivers from breastfeeding or feeding breast milk to their infants.Next | [3] 介绍我们的产品时劝阻父母或照料人采取母乳喂养或给孩子喂母乳。下一页 |
| Screen 49Question 4: Feedback89\_C\_50 | Abbott employees and partners involved in the marketing, distribution or selling of Abbott infant formula or follow-on formula products should never state or imply any superiority of formula feeding to breastfeeding, nor present our products in a way that discourages parents or caregivers from breastfeeding or feeding breast milk to their infants. Communication to HCPs should follow local procedures. | 涉及雅培婴儿配方奶粉或较大婴儿配方奶粉产品营销、分销或销售的雅培员工和合作伙伴不得声称或暗示配方奶粉喂养优于母乳喂养，或介绍产品时劝阻父母或照料人采取母乳喂养或给孩子喂母乳。与 HCP 的沟通应遵循当地流程。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=90_C_50) [90\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=90_C_50)  | [5] You recently began work in an emerging market. One of your distributors tells you, “All the local companies here ignore the Milk Code. In order to be competitive, we need to do what they are doing.” What do you do? | [5] 你最近刚开始在一个新兴市场工作。你的一个经销商告诉你，“这里所有的本地公司都无视奶粉规范。想要更有竞争力，我们就要像他们那样做。” 你会怎么做？ |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=91_C_50) [91\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=91_C_50)  | [1] Since the local distributor clearly knows the market, follow their advice. | [1] 既然你的经销商清楚了解市场，就按照他们的建议做。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=92_C_50) [92\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=92_C_50)  | [2] Explain to the distributor that local customs should never take priority over Abbott’s global standards and local procedures. | [2] 向该经销商说明，当地惯例永远不得优先于雅培全球标准和当地程序。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=93_C_50) [93\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=93_C_50)  | [3] Follow the advice of the local distributor because it is probably in compliance with local laws and regulations.Next | [3] 听取该本地经销商的建议，因为它可能符合本地法律和法规。下一页 |
| Screen 49Question 5: Feedback94\_C\_50 | We expect that our employees and partners will follow local regulations where they are stricter than the Abbott Global policy. In countries where local regulations are not as stringent as our standards, employees and partners should follow Abbott policy. | 在当地法规比雅培全球政策更严格的地方，我们希望我们的员工和合作伙伴遵循这些当地法规。在当地法规没有我们的标准那么严格的国家/地区，员工和合作伙伴应该遵循雅培的政策。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=95_C_50) [95\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=95_C_50)  | [6] Our Global Policy commits us to ensuring all statements in all our materials and communications are: | [6] 我们的《全球政策》要求我们确保所有材料和沟通材料中的所有声明均： |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=96_C_50) [96\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=96_C_50)  | [1] Science-based. | [1] 有科学依据。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=97_C_50) [97\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=97_C_50)  | [2] Balanced. | [2] 平衡适度。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=98_C_50) [98\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=98_C_50)  | [3] Factual. | [3] 实事求是。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=99_C_50) [99\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=99_C_50)  | [4] All of the above.Next | [4] 以上皆是。下一页 |
| Screen 49Question 6: Feedback100\_C\_50 | Our Global Policy commits us to ensuring all statements in all our materials and communications are science-based, balanced and factual. | 我们的《全球政策》要求我们确保所有材料和沟通文件中的所有声明均有科学依据、平衡适度且实事求是。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=101_C_50) [101\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=101_C_50)  | [7] Meals, gifts, and other items of value may be provided to HCPs as a reward for past or present purchases of our infant formula products, if offered in accordance with local laws and regulations. | [7] 如果当地法律和法规允许，可以向医疗保健专业人士 (HCP) 提供餐饮、礼品及其他有价物品，以奖励其过去或现在采购我们的婴儿配方奶粉产品。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=102_C_50) [102\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=102_C_50)  | [1] True | [1] 对 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=103_C_50) [103\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=103_C_50)  | [2] FalseNext | [2] 错下一页 |
| Screen 49Question 7: Feedback104\_C\_50 | No item, gift or benefit should ever be offered or given as an inducement for the purchase, sale or recommendation of Abbott products. Remember that parents need to be able to rely on the advice of their HCPs without concern that their advice has been improperly influenced by incentives from companies seeking to promote their products. | 不得提供或赠予任何物品、礼品或好处，以诱导购买、销售或推荐雅培产品。记住，父母需要能够信赖他们的 HCP 的建议，而不必担心这些建议被意图推广其产品的公司通过激励措施施加了不当影响。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=105_C_50) [105\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=105_C_50)  | [8] We believe there is no one better to decide the most appropriate ways to feed a child than: | [8] 我们相信，最能决定最合适的孩子喂养方式的，就是： |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=106_C_50) [106\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=106_C_50)  | [1] Government agencies. | [1] 政府机构。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=107_C_50) [107\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=107_C_50)  | [2] Parents, in consultation with HCPs. | [2] 咨询了HCP意见的父母。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=108_C_50) [108\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=108_C_50)  | [3] Manufacturers. | [3] 生产商。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=109_C_50) [109\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=109_C_50)  | [4] Non-governmental organizations.Next | [4] 非政府组织。下一页 |
| Screen 49Question 8: Feedback110\_C\_50 | We believe there is no one better to decide the most appropriate ways to feed a child than parents following the guidance and advice of healthcare professionals. Our Global Policy states that we respect and support every parent’s right to choose the most appropriate methods to feed their children, whether that’s breast milk, formula, or a combination of both. | 我们相信，依据医疗保健专业人士的指导和建议，没有人会比父母更能决定最合适的孩子喂养方式。我们的《全球政策》指出，无论是母乳、配方奶粉还是两者结合，我们尊重并支持每个父母选择喂养孩子最合适的方式。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=111_C_50) [111\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=111_C_50)  | [9] You are a salesperson who recently began work in a new market. You have concerns about the activities of a local distributor in your area. What should you do? | [9] 你是最近刚开始在新的市场工作的一名销售人员。你对你所在区域的一位本地经销商所开展的活动有一些疑虑。你该怎么做？ |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=112_C_50) [112\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=112_C_50)  | [1] Have a quiet word with the local distributor. | [1] 与该本地经销商私下谈一谈。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=113_C_50) [113\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=113_C_50)  | [2] Report your concern to your manager or Abbott’s Office of Ethics and Compliance (OEC). | [2] 向你的经理或雅培商业道德合规部（OEC）报告你的疑虑。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=114_C_50) [114\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=114_C_50)  | [3] Nothing. The activities of third-party distributors are not Abbott’s responsibility. | [3] 什么也不做。第三方经销商的活动不由雅培承担责任。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=115_C_50) [115\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=115_C_50)  | [4] Nothing. It is safe to assume the local distributor knows the local market.Next | [4] 什么也不做。相信经销商了解本地市场。下一页 |
| Screen 49Question 9: Feedback116\_C\_50 | If you have a concern, you should raise the issue. The sooner you raise your concern, the better.Normally, it is best to raise the concern with your manager. You can also report your concern to the OEC, via Speak Up. | 如果你有疑虑，应提出来。越早提出你的疑虑越好。通常情况下，最好将你的疑虑告知你的经理。你也可以通过 Speak Up 将疑虑报告给商业道德合规部。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=117_C_50) [117\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=117_C_50)  | [10] If you have a leadership role in Sales and Marketing, you are responsible for:Check all that apply. | [10] 如果你担任销售和营销领导职位，你的职责如下：请选择所有适用选项。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=118_C_50) [118\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=118_C_50)  | [1] Making sure your team is notified of any updates to relevant policies, laws and regulations. | [1] 确保你的团队被告知相关政策、法律和法规的最新信息。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=119_C_50) [119\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=119_C_50)  | [2] Fostering an open environment where employees feel secure asking questions and raising concerns. | [2] 营造一个开放的环境，让员工能够放心地提出问题和疑虑。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=120_C_50) [120\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=120_C_50)  | [3] Assisting requestors with applications for research and educational grants. | [3] 协助申请者申请研究和教育资助。 |
| [Screen 49](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=121_C_50) [121\_C\_50](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=121_C_50)  | [4] Checking to make sure your team is complying with all relevant policies and regulations.Submit | [4] 检查并确保你的团队遵守所有相关政策和法规。提交 |
| Screen 49Question 10: Feedback122\_C\_50 | If you operate in a leadership role in Sales and Marketing, you are responsible for:* Making sure your team is notified of any updates to relevant policies, laws and regulations;
* Fostering an open environment where employees feel secure asking questions and raising concerns; and
* Checking to make sure your team is complying with all relevant policies and regulations.

Sales and Marketing personnel, including managers, should never assist requestors with their grant applications. Assisting with grant applications could create the appearance that the awarding of a grant is tied to past, present or future purchases of Abbott products. | 如果你担任销售和营销领导职位，你的职责如下：* 确保你的团队被告知相关政策、法律和法规的最新信息；
* 营造一个开放的环境，让员工能够放心地提出问题和疑虑，以及
* 检查并确保你的团队遵守所有相关政策和法规。

销售和营销人员，包括经理，绝不得协助申请者申请资助。协助申请资助可能会造成一种印象，即资助的授予与过去、现在或未来购买雅培产品挂钩。 |
| [Screen 52](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=130_C_200) [130\_C\_200](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=130_C_200)  | Where to Get Help | 获取帮助的途径 |
| [Screen 52](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=131_C_200) [131\_C\_200](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=131_C_200)  | Manager or SupervisorIf you have questions or concerns about an activity or interaction, the best place to start is with your manager or supervisor. | 经理或主管如果你对活动或互动有任何问题或疑虑，最好先咨询你的经理或主管。 |
| [Screen 52](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=132_C_200) [132\_C\_200](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=132_C_200)  | Code of Business ConductFor Abbott’s fundamental set of expectations about interactions with others, consult the [Code of Business Conduct](https://www.abbott.com/investors/governance/code-of-business-conduct.html). | 《商业行为准则》雅培针对与他人互动制定了一套基本的期望要求，具体请查阅[《商业行为准则》](https://www.abbott.com/investors/governance/code-of-business-conduct.html)。 |
| [Screen 52](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=133_C_200) [133\_C\_200](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=133_C_200)  | Office of Ethics and Compliance (OEC)The OEC is a global resource available to address your questions or concerns about our company’s values and standards of conduct.OEC Policies and Procedures – For our company’s global and country-specific OEC policies and procedures:* Abbott employees should visit [iComply](https://icomply.abbott.com/Default.aspx).
* Click [here](https://abbottlabs-lcec.lrn.com/custom/Global%20Infant%20Formula%20Policy.pdf) to access our Global Policy on the Marketing of Infant Formula.

OEC Contacts – You are encouraged to contact the OEC at any time with any ethics and compliance questions, or to discuss concerns about possible violations of our written standards, laws, or regulations.* Visit the [Contact OEC](https://icomply.abbott.com/Apps/ComplianceContacts) page on the [OEC website](https://abbott.sharepoint.com/sites/AW-Ethics_Compliance) on Abbott World.

Ethics and Compliance Helpline – Visit our multilingual Ethics and Compliance [“Speak Up” Helpline](http://speakup.abbott.com/) to voice your concerns about a potential violation of our company’s values and standards of conduct. The Helpline is available 24 hours a day, 7 days a week and allows you to submit concerns online or by calling an operator who speaks your language. You can also email investigations@abbott.com to report a potential violation. | 商业道德合规部 (OEC)商业道德合规部是一个全球资源，可以帮助你解决有关公司价值观和行为标准的疑问或疑虑。商业道德合规部政策及流程 — 欲了解雅培全球和具体国家/地区的商业道德合规部政策及流程：* 雅培员工应访问 [iComply](https://icomply.abbott.com/Default.aspx)。
* 请点击[此处](https://abbottlabs-lcec.lrn.com/custom/Global%20Infant%20Formula%20Policy.pdf)获取我们的《婴儿配方奶粉全球营销政策》。

商业道德合规部联系方式 — 我们鼓励你在遇到任何道德和合规问题时联系商业道德合规部，或与商业道德合规部讨论可能违反我们书面标准或法律法规的事情。* 访问“雅培全球”[商业道德合规部网站](https://abbott.sharepoint.com/sites/AW-Ethics_Compliance)上的[联系商业道德合规部](https://icomply.abbott.com/Apps/ComplianceContacts)页面。

商业道德合规热线 — 拨打我们的多语言道德与合规[“Speak Up”热线](http://speakup.abbott.com/)，报告你认为可能违反公司价值观和行为准则的行为。该帮助热线每周 7 天、每天 24 小时开通，你可以在线提交问题或者致电与你说同一种语言的接线员。你还可以向 investigations@abbott.com 发电子邮件报告潜在违规行为。 |
| [Screen 52](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=134_C_200) [134\_C\_200](http://www.learnex.co.uk/test/AbbottEthicalMarketing/courses/EN-US/course/index.html?showScreen=134_C_200)  | Course ResourcesTranscriptClick [here](file:///C%3A/dev/AbbottEthicalMarketing/courses/EN-US/translation/reference/Transcript.pdf) for a full transcript of the course | 课程资源录音文稿点击[此处](file:///C%3A/dev/AbbottEthicalMarketing/courses/EN-US/translation/reference/Transcript.pdf)，查看本课程的脚本全文 |
| 135\_toc\_1 | Welcome | 欢迎 |
| 136\_toc\_2 | Ethical Marketing of Infant Formula | 婴儿配方奶粉的道德营销 |
| 137\_toc\_3 | Our Philosophy | 我们的理念 |
| 138\_toc\_4 | Objectives | 目的 |
| 139\_toc\_5 | Table of Contents | 目录 |
| 140\_toc\_6 | Introduction to Ethical Marketing of Infant Formula  | 婴儿配方奶粉的道德营销简介  |
| 141\_toc\_7 | Global Spotlight | 全球焦点 |
| 142\_toc\_8 | Important Stakeholders | 重要的利益相关方 |
| 143\_toc\_9 | Increasing Regulations | 日益增多的法规 |
| 144\_toc\_10 | Inconsistent Competitors | 竞争对手行为不一 |
| 145\_toc\_11 | Review | 复习 |
| 146\_toc\_12 | Table of Contents | 目录 |
| 147\_toc\_13 | Abbott’s Beliefs and Commitments  | 雅培的信念和承诺  |
| 148\_toc\_14 | Health and Wellbeing of Infants | 婴儿的健康和福祉 |
| 149\_toc\_15 | Quick Check | 快速查看 |
| 150\_toc\_16 | Local Laws and Regulations | 当地法律法规 |
| 151\_toc\_17 | Ethical Marketing | 道德营销 |
| 152\_toc\_18 | Quick Check | 快速查看 |
| 153\_toc\_19 | Independence of Healthcare Professionals | 医疗保健专业人士的独立性 |
| 154\_toc\_20 | Quick Check | 快速查看 |
| 155\_toc\_21 | Rights of Parents | 父母的权利 |
| 156\_toc\_22 | Review | 复习 |
| 157\_toc\_23 | Table of Contents | 目录 |
| 158\_toc\_24 | Our Responsibilities  | 我们的责任  |
| 159\_toc\_25 | Responsibility of All Employees and Partners | 所有员工和合作伙伴的责任 |
| 160\_toc\_26 | Responsibility of Leaders | 领导责任 |
| 161\_toc\_27 | Review | 复习 |
| 162\_toc\_28 | Table of Contents | 目录 |
| 163\_toc\_29 | Your Commitment | 你的承诺 |
| 164\_toc\_30 | Confirmation | 确认 |
| 165\_toc\_31 | Knowledge Check | 知识检查 |
| 166\_toc\_32 | Introduction | 介绍 |
| 167\_toc\_33 | Assessment | 评估 |
| 168\_toc\_34 | Feedback | 反馈 |
| 169\_toc\_35 | Survey | 调查 |
| 170\_string\_1 | The Course cannot contact the LMS. Click 'OK' to continue and review the course. Note, Course Certification may not be available. Click 'Cancel' to exit  | 本课程无法联系 LMS。点击“确定”继续复习本课程。注意：课程认证可能不可用。点击“取消”退出  |
| 171\_string\_2 | All questions remain unanswered | 所有问题均未回答 |
| 172\_string\_3 | Questions | 问题 |
| 173\_string\_4 | Question | 问题 |
| 174\_string\_5 | not answered | 未回答 |
| 175\_string\_6 | That's correct! | 正确！ |
| 176\_string\_7 | That's not correct! | 不正确！ |
| 177\_string\_8 | Feedback:  | 反馈： |
| 178\_string\_9 | Ethical Marketing of Infant Formula | 婴儿配方奶粉的道德营销 |
| 179\_string\_10 | Knowledge Check | 知识检查 |
| 180\_string\_11 | Submit | 提交 |
| 181\_string\_12 | Retake | 重新测验 |
| 182\_string\_13 | Course Description: At Abbott, we believe proper nutrition for babies is critical for building lifelong health. In this course, we outline the beliefs and commitments that guide the marketing and sale of our infant formula and outline what we can do to ensure we operate in a manner consistent with our Global Policy on the Marketing of Infant Formula. This course will take approximately 20-25 minutes to complete. | 课程描述：在雅培，我们相信婴儿的合理营养对获得终生健康至关重要。本课程中，我们将阐述指导我们婴儿配方奶粉营销和销售的信念和承诺，并阐述我们可以做的事项，以确保我们的业务开展方式符合我们的《婴儿配方奶粉营销全球政策》。完成本课程大约需要 20 到 25 分钟。 |
| 183\_string\_14 | Menu | 菜单 |
| 184\_string\_15 | Resources | 资源 |
| 185\_string\_16 | Reference Material | 参考资料 |
| 186\_string\_17 | Audio | 音频 |
| 187\_string\_18 | Exit | 退出 |
| 188\_string\_19 | Close | 关闭 |
| 189\_string\_20 | Comment... | 点评…… |