

## 供应商社会责任行为守则

### Supplier Social Responsibility Code of Conduct

#### 1. 目的 Purpose

本守则定义了鹏鼎控股供应商社会责任所须遵循的行为规范。

The purpose of this document is to define Avary Holding Supplier Social Responsibility Code of Conduct (CoC).

#### 2. 适用范围 Scope

本守则适用于所有与鹏鼎控股有交易的供应商(包括内、外部供应商及相关的服务机构)。

The process defined in this document applies to the suppliers that doing business with Avary Holding, The word "Supplier" used throughout this document refers both external and internal suppliers and services providers.

#### 3. 行为守则定义 Code of Conduct Definition

此守则定义了一个标准，以保证供应链中所有厂商为员工提供安全的工作环境，尊重员工人权，并对制造过程中产生的环境影响负责。

The Code of Conduct outlines standards to ensure that working conditions in the supply chain are safe, that employees are treated with respect and dignity, and that manufacturing processes are environmentally responsible.

考虑到作为制造业中不可或缺的一部分，本守则旨在规范产品生产过程中的设计、销售、制造、或提供货物乃至服务的公司，包括合约员工。鹏鼎控股供应商必须接受本守则并应用到其供应链和供应商管理中。

Considered as a necessary part of the industry, this Code aims to regulate the conduct of the company that may design, market, manufacture and/or provide goods and services that are used to produce goods, including contracted labor. The Code may be mandatorily adopted by Avary Holding suppliers and subsequently applied by its supply chain and subcontractors management.

#### 4. 职责 Responsibility

供应商应支持本守则，并通过相应的管理体系以满足本守则的要求。

To adopt the Code and become a participant ( "participant" ), suppliers must declare its support for the Code and seek to conform to the Code and its standards in accordance with a management system as set

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forth in the Code.

本守则的基本要求是供应商的所有活动都必须遵守其所在国家的法律法规，并要求其下级供应商了解及实施本守则。

Fundamental to adopting the Code is the understanding that a business, in all of its activities, must operate in full compliance with the laws, rules and regulations of the countries in which it operates. It is also expected that each Supplier must require its suppliers to acknowledge and implement the Code.

本守则鼓励供应商遵守法律，并导入国际公认的标准以履行社会责任，供应商可以依照其实际状况增加适用的商业条款。

The Code encourages Suppliers to go beyond legal compliance, drawing upon internationally recognized standards, in order to advance social and environmental responsibility, of course each supplier may add business-specific elements as its situation warrants.

鵬鼎控股禁止供应商存在以下八个“零容忍”项目：

Avary Holding strictly prohibits supplier' s zero tolerance:

4.1使用童工Child labor

4.2使用强迫劳工/监狱工，使用监狱作为供应商或分包商，限制人身自由，扣留身份证明文件。

Forced or prison labor, Using prisons as suppliers or subcontractors, limiting personal freedom, and detaining identity documents.

4.3存在会立即危害员工生命或造成严重受伤的健康安全问题（如使用暴力，辱骂、体罚或性骚扰，非法搜身或异性搜身等）

Health and safety issues that can cause immediate danger to life or serious injury. For example, using violence, insult, physical punishment, or sexual harassment, illegal searches, or searches of a different gender.

4.4 打击报复向稽核员提供真实信息的员工

Retaliate the employees who provide information to auditor

4.5 向鵬鼎控股提供虚假信息

The supplier provides Avary Holding with fraudulent documents

4.6 存在会立刻对社会造成严重危害的环境问题

Environmental issues that can result in serious and immediate harm to the community

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4.7 杜绝任何媒体危机和严重的群体性事件，包括非正常死亡（自杀、他杀、坠楼、猝死等）、集体劳资纠纷或罢工、群体性打架斗殴、集体中毒或其他群死群伤事件

Prohibition of any media crisis and serious mass disturbances, including the wrongful death (suicide, homicide, Jump off building, sudden death etc.), collective labor dispute or strikes, mass fights, mass poisoning or other group death or injury event.

4.8 提供一个安全、健康的工作环境，采取有效措施防止潜在的健康安全事故，防止在工作过程中发生的或引起的疾病，如传染病疫情导致集体性感染事件。

Provide a safe and healthy working environment, take effective measures to prevent potential health safety incidents, diseases that may occur during work or caused by work, such as herd infections caused by infectious diseases.

## 5. 行为守则内容 Code of Conduct Instruction

本守则由5部分组成：5.1、5.2、5.3三部分分别概述了劳工、健康和环境标准，5.4部分概述了管理体系的基本要求以符合本守则，5.5部分为有关商业道德的标准。

The Code is made up of five sections: Sections 5.1, 5.2, and 5.3 outline standards for Labor, Health and Safety, and the Environment, respectively. Section 5.4 outlines the elements of a minimally acceptable system to manage conformity to this Code. Section 5.5 outlines standards relating to business ethics.

### 5.1 劳工 Labor

供应商应当按照国际公认社会责任标准，尊重并维护工人人权。本守则中的“工人”包含：临时工、移民工、学生工、合同工、直接员工和其他任何类型的员工。制定时参考了世界人权宣言（UDHR）、国际社会责任（SAI）和道德贸易行动（ETI）等国际标准。

Suppliers are committed to uphold the human rights of employees, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker. Recognized standards such as the Universal Declaration of Human Rights (UDHR), Social Accountability International (SAI) and the Ethical Trading Initiative (ETI) were used as references in preparing the Code and may be a useful source of additional information.

相关劳工标准有：

The labor standards are:

### 5.1.1 自由择业 Freely Chosen Employment

禁用使用强迫、抵债（契约）束缚的劳工、以及非自愿的监狱劳工、不奴役或贩卖劳工。包括以剥削为目的、通过威胁、强迫、压制、诱拐或欺诈的手段来运送、转移、接受非自愿劳工。所有劳工应当是自愿的，员工可在任何时间终止工作或解除劳动合同。供应商不应以扣押官方证件（身份证、护照、工作证等）作为雇佣条件，不得要求员工承担过多的费用，应向员工公开所有需要员工支付的费用。

Forced, bonded or indentured labor or involuntary prison labor is not to be used. slavery or trafficking of person must not to be used. This including transporting, transferring or receiving vulnerable person by means of treat, force, coercion, abduction or fraud for the purpose of exploitation. All work will be voluntary and workers must be free to leave work at any time or terminate their employment. Workers must not be required to surrender any government-issued identification, passports or work permits as a condition of employment. Excessive fees are unacceptable and all fees charged to workers must be disclosed.

### 5.1.2 不用童工 Child Labor Avoidance

供应商运营的任何阶段均不得使用童工。所谓“童工”是指未满16周岁(或当地政府定义的童工年龄)被雇佣的个人。符合法律法规要求的学徒工不在此列。不得安排未成年工从事有可能危及到其健康及安全的工作，其工作时间应满足当地法规要求，供应商应按照法律要求安排未成年工定期体检。实习生的使用必须符合当地法规的要求。

Child labor is not to be used in any stage of manufacturing. The term “child” refers to any person employed under the age of 16 (or the law of the local country permits),. The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is supported. Employees under the age of 18 should not perform work that is likely to jeopardize the health or safety of young worker, the work time of young worker should comply with local regulations, supplier must periodically provide all young workers’ physical examination in according to legal laws and regulations , The user of intern must comply with the requirements of the local laws and regulations.

### 5.1.3 工作时间 Working Hours

生产率降低、离职率升高、工伤和疾病的增加与工人疲劳有直接的关系。工人的加班时间应满足当地法规的要求，一周工作时间(包括加班)不得超过60个小时,且每周应当保证工人至少休息一天，工人加班必

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须遵循自愿原则。供应商应按照法律法规要求，向工人提供假期及福利。

Studies of business practices clearly link worker strain to reduced productivity, increased turnover and increased injury and illness. Workweeks are not to exceed the maximum set by local law. Further, a workweek should under no circumstance be more than 60 hours per week, including overtime. Employees should be allowed at least one day off per seven-day week. The overtime work must follow the principles of voluntary. Supplier must provide the holidays and welfare to workers in accordance with the law requirements,

#### 5.1.4 工资与福利 Wages and Benefits

薪资支付应遵守所有适用工资的法律，包括关于最低工资、加班时数、法定福利等的法律，禁止以扣工资作为纪律处分的手段，工资存根或其他工资支付依据应及时发给员工。

Compensation paid to employees must comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers must be compensated for an overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. The basis on which employees are being paid is to be provided in a timely manner via pay stub or similar documentation.

#### 5.1.5 人性化待遇 Humane Treatment

供应商的纪律惩戒政策和程序应清楚的定义并传达给员工。不得残暴和不人道的对待员工，包括任何形式的性骚扰、性虐待、体罚、精神及身体压迫和口头辱骂，也不得以此行为威胁员工。供应商不应为员工使用基本设施设置不合理的限制。

The Participant's disciplinary policies and procedures must be clearly defined and communicated to workers, There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of employees: nor is there to be the threat of any such treatment. Suppliers must allow employees access basic liberties without unreasonable restrict. ( For example, pregnancy tests, hepatitis B inspection )

#### 5.1.6 不歧视 Non-Discrimination

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供应商应承诺员工不会受到骚扰以及歧视。不得因人种、肤色、年龄、性别、性倾向、种族、残疾、怀孕、信仰、政治派别、社团成员或婚姻状况等原因歧视员工。不得要求员工或待雇佣员工接受带有歧视性的医学检查及怀孕测试检查（例如怀孕检查、乙肝检查）。

Suppliers must be committed to a workforce free of harassment and discrimination. Companies must under no circumstance engage in discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, employees or potential employees should not be subjected to medical/pregnancy tests that could be used in a discriminatory way.

#### 5.1.7 自由结社 Freedom of Association

员工和管理层的直接沟通及参与是解决工作场所和劳资问题最有效的方式，供应商应当尊重员工依法自由结社，参加劳工组织，选举代表及参加工会的权利，员工应当能够就工作条件和管理问题同管理层进行公开的沟通，而不必担心受到骚扰、威胁、惩罚及报复。

Open communication and direct engagement between employees and management are the most effective ways to resolve workplace and compensation issues. Suppliers must respect the rights of employees to associate freely, join labor unions, seek representation and join employees councils in accordance with local laws. Employees must be able to communicate openly with management regarding working conditions and management practices without fear of reprisal, intimidation or harassment.

#### 5.2 健康与安全 Health and Safety

供应商应该认识到一个安全健康的工作环境可以提升员工满意度、服务的质量、生产的连贯性、员工工作热情。对员工进行持续的教育培训对识别和解决健康安全问题是必要的。

Suppliers recognize that a safe and healthy work environment enhances the worker satisfaction, quality of services, consistency of production and employees' morale. Suppliers also recognize that ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace

本守则参考了职业健康安全管理体系如ISO45001和ILO指导方针标准,同时可视这些标准为一种有用的外来资讯源。

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Recognized management systems such as ISO45001 and ILO Guidelines on Occupational Safety and Health were used as references in preparing the Code and may be a useful source of additional information.

健康与安全标准有:

The health and safety standards are:

#### 5.2.1 职业安全 Occupational Safety

供应商应通过适当的设计、工程和管理控制、预防保养程序、安全操作规程及持续的安全培训预防并避免员工在工作场所遇到的危险（如电器和其他能源、火、车辆、滑倒、绊倒和坠落危险）。若无法通过上述方法有效控制危险源，应为员工提供适当的个人防护用品。供应商应通过持续的培训教育而非惩戒来提高员工的安全意识。供应商不应报告安全问题的员工进行处罚。

Worker must not be exposed to safety hazards(e.g., electrical and other energy sources, fire, vehicles, and fall hazards) through proper design, engineering and administrative controls, preventative maintenance and safe work procedures(including lockout/tagout), and ongoing safety training, where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment, Workers must not be disciplined for raising safety concerns.

#### 5.2.2 应急准备与响应 Emergency Preparedness and Response

供应商应识别与评价紧急情况与事件，并通过执行应急方案和响应程式将影响降到最低，应急响应包括：紧急报告，通知员工和疏散程序,员工培训教育、适当的火灾监测设备和消防设施、充足的逃生出口和生产恢复计划。

Emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures, including: emergency reporting, employee notification and evacuation procedures, employee training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

#### 5.2.3 职业伤害及疾病 Occupational Injury and Illness

供应商应制定程序和体系来管理、跟踪和报告职业伤害及疾病,包括：a) 鼓励员工报告.b) 对工伤及疾病的案例进行分类并归档.c) 提供必要的医疗设施.d) 对案例进行调查并执行纠正措施以防止类似情况发生. e) 协助员工返回工作岗位。

Procedures and systems are to be in place to manage, track and report occupational injury and illness, including provisions to: a) encourage employee reporting; b) classify and record injury and illness cases; c) provide necessary medical treatment; d) investigate cases and implement corrective actions to eliminate their causes; and e) facilitate return of employees to work.

#### 5.2.4 工业卫生 Industrial Hygiene

供应商应当识别、评估并控制由化学、生物以及物理因素给员工带来的影响。当无法通过工程技术和管理手段有效控制危险源时，供应商应该为员工提供适当的个人防护用品。

Supplier must identify, evaluate and control the influence to workers through the chemical, biological and physical hazardous agents. Engineering or administrative controls must be used to control over exposures. When hazards cannot be adequately controlled by engineering and administrative means, Worker health is to be protected by appropriate personal protective equipment.

#### 5.2.5 体力劳动 Physically Demanding Work

供应商应当识别、评价并控制员工高强度的体力劳动作业，包括人工搬运、重复提举重物、长时间站立、高重复及重体力的作业。

Supplier must identify, evaluate and control the the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks

#### 5.2.6 机器安全防护 Machine Safeguarding

供应商应当对生产机器设备做危险性评估，并为能对工人造成伤害的机械提供物理防护、联锁装置以及护罩，并进行适当地维护。

Production and other machinery is to be evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers..

#### 5.2.7 宿舍及餐厅 Dormitory and Canteen

供应商应当给员工提供洁净的卫生间以及卫生的食品及储存设施、饮用水。供应商提供给员工的宿舍应当干净、安全，有适当的紧急出口、洗浴热水、充足的照明供暖和通风设备、合理的私人空间及自由进出的权利。



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Suppliers should provide employees with clean restrooms and hygienic food and storage facilities, as well as potable water. The dormitory provided by the supplier to the employees should be clean, safe, with adequate emergency exits, hot water, sufficient lighting heating, and ventilation equipment, and reasonable private space and the right to free entry and exit.

### 5.3 环境 Environmental

供应商须认知环境责任是生产世界级产品所必须的。在制造过程中，保护生物多样性、不砍伐森林、保护土地，禁止发生对环境和自然资源造成的不利影响，同时保护公众的健康和安全。本守则参考了公认的管理体系（如ISO14001和生产管理与审核体系（EMAS）），这亦是附加信息的有用来源。

Suppliers recognize that environmental responsibility is integral to producing world-class products. In manufacturing operations, supplier should protect biological diversity and land. Adverse effects on the environment and natural resources are to be prohibited while safeguarding the health and safety of the public. Recognized management systems such as ISO 14001, the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information.

环境标准有:

The environmental standards are:

#### 5.3.1 环境许可和报告 Environmental Permits and Reporting

供应商应取得所有必需的环境许可证(例如排放监控)、批准文号和登记证，保证环境许可证的有效性，供应商的运营应符合许可证的要求。

All required environmental permits (e.g. discharge monitoring) and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

#### 5.3.2 预防污染和节约资源 Pollution Prevention and Resource Reduction

供应商应采取措施预防环境污染，并通过调整产品制程、原材料替代、循环及回收使用原材料等方式减少水、电资源的消耗。

The supplier must take measures to prevent environmental pollution, Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and

re-using materials.

### 5.3.3 有害物质 Hazardous Substance

供应商应当识别和控制释放到环境中会造成危险的化学物质和其他物质，以保证这些物质的使用、运输、存储、回收和处理不会对环境造成影响。

Chemical and other materials posing a hazard if released to the environment are to be prohibited and to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

### 5.3.4 废水和固体废弃物 Wastewater and Solid Waste

供应商对生产制程及卫生设施所产生的废水和固体废物，应在排放之前按照要求进行监控、控制和处理。

Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

### 5.3.5 气体排放 Air Emissions

供应商在运营过程中产生的挥发性有机化学物质、气雾剂、微粒、消耗臭氧的化学品以及燃烧副产品等控制排放物，在排放之前按要求进行监控、控制和处理；设定温室气体减排目标并定期展开盘查。

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge. Set targets of greenhouse gas emission reduction and conduct regular reviews.

### 5.3.6 产品物质含量限制 Product Content Restriction

供应商应遵守所有禁止和限制有害物质的法律法规，包括回收和处理的法律法规，同时也要遵守客户对禁止和限制有害物质含量的要求。

Suppliers are to adhere to all applicable laws and regulations regarding prohibition or restriction of specific substances including labeling laws and regulations for recycling and disposal. Suppliers are also to adhere to processes to comply with each agreed-upon customer-specific restricted and hazardous materials list.

## 5.4 管理系统 Management System

供应商须建立一个与此守则内容相关的管理系统，该系统须：a) 遵循所有与其经营及产品相关的法律法规及客户要求；b) 遵从此行为守则；c) 识别并降低与此守则相关的经营风险，并持续改进提升，该管理系统包含如下内

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容：

Suppliers must adopt or establish a management system whose scope is related to the content of this Code. The management system must be designed to ensure (a) compliance with applicable laws, regulations and customer requirements related to the supplier' s operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement. The management system should contain the following elements:

#### 5.4.1 公司承诺 Company Commitment

供应商的环境及社会责任宣言应声明遵守法规及持续改善的承诺，并由最高管理者签署。

Corporate social and environmental responsibility statements affirming Supplier' s commitment to compliance and continual improvement and by the signing of top managers.

#### 5.4.2 管理职责及责任 Management Accountability and Responsibility

供应商应任命管理者代表，并授权其负责推进管理体系，高层管理者应当定期评估体系运行状况。

Supplier clearly identified company representative[s] responsible for ensuring implementation of the management systems and associated programs, Senior management reviews the status of the management systems on a regular basis.

#### 5.4.3 法律及客户要求 Legal and Customer Requirements

供应商应识别、监控并理解适用的法律法规及客户要求。

Identification, monitoring and understanding of applicable laws, regulations and customer requirements.

#### 5.4.4 风险评估及风险管理 Risk Assessment and Risk Management

供应商应当制定程序以识别相关的环境、健康安全以及劳工风险，并评估风险的级别，实施适当的程序和措施控制风险，以确保满足法规的要求。

Process to identify the environmental, health and safety and labor practice and ethics risks associated with Supplier' s operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

#### 5.4.5 包含执行计划及方案的绩效目标

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#### Performance Objectives with Implementation Plan and Measures

供应商应当制定书面标准,绩效目标,指标及实施计划,并对绩效目标进行定期评估。

Written performance objectives, targets and implementation plans to improve the supplier' s social and environmental performance, including a periodic assessment of Supplier' s performance in achieving those objectives.

#### 5.4.6 培训 Training

供应商应制定计划对管理阶层及员工进行培训,以便于执行供应商的政策、程序及改善目标以满足法律法规的要求。

Programs for training managers and employees to implement Supplier' s policies, procedures and improvement objectives to meet applicable legal and regulatory requirements.

#### 5.4.7 沟通 Communication

供应商应制定程序,将其绩效、实施和期望明确地传达给员工、供应商和客户。

Process for communicating clear and accurate information about Supplier' s performance, practices and expectations to employees, sub-tier suppliers and customers.

#### 5.4.8 员工回馈及参与 Employee Feedback and Participation

供应商应评估员工对此守则的理解,并取得对本守则所涉及实施状况的回馈。

Ongoing processes to assess employees' understanding and obtain feedback on practices and conditions covered by this Code and to foster continuous improvement.

#### 5.4.9 稽核及评估 Audits and Assessments

供应商应定期进行自我评估以确保符合相关法律法规要求、该守则要求、以及客户有关环境和社会责任的要求。

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer requirements related to social and environmental responsibility.

#### 5.4.10 纠正措施 Corrective Action Process

供应商应制定程序以及时纠正在内、外部的评估、检查、调查和审核中所发现的不足之处。

Process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews. Suppliers must take procedures to prevent similar deficiencies from occurrence.

Ref.1

#### 5.4.11 文件及记录 Documentation and Records

供应商应建立并保留文件及记录，确保符合法规与公司的要求，同时应妥善保护机密。

Creation of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

#### 5.4.12 供应商责任 Supplier Responsibility

供应商应制定流程，将本守则的要求传达给次级供应商，并监督次级供应商对本守则的遵守情况。

Process to communicate Code requirements to supplier and to monitor supplier compliance to the Code is available.

### 5.5 商业道德 Ethics

供应商及其代理机构为了满足其社会责任要求并成功赢得市场，须严格遵循以下伦理道德：

To meet social responsibilities and to achieve success in the marketplace, Suppliers and their agents are to uphold the highest standards of ethics including:

#### 5.5.1 诚信经营 Business Integrity

所有商业往来中都应遵循最高的诚信标准。供应商应明令禁止所有形式的贪污、敲诈勒索和挪用公款等行为，所有商业往来应该透明化，并准确的记录在商业往来帐目或记录中，供应商应建立程序以监视和执行以保证不出现这些行为。

The highest standards of integrity are to be expected in all business interactions. Suppliers must prohibit any and all forms of corruption, extortion and embezzlement. All business dealings must be transparently performed and accurately reflected on Supplier's business books and records. Monitoring and enforcement procedures must be implemented to ensure conformance.

#### 5.5.2 无不正当收益 No Improper Advantage

供应商不得提供或收受贿赂或其他形式之不正当收益。

Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted.

#### 5.5.3 资讯公开 Disclosure of Information

供应商应依照相应的法规及行业惯例公开有关商业活动、组织架构、财务状况及其绩效。禁止在供应链中伪造记录或对情况或操作进行虚假陈述。

Information regarding business activities, structure, financial situation and performance is to be

Ref.1

disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain is unacceptable.

#### 5.5.4 知识产权 Intellectual Property

供应商应尊重知识产权，在技术转移时应注意知识产权的保护。

Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights.

#### 5.5.5 公平交易,广告及竞争 Fair Business, Advertising and Competition

供应商应制定公平交易、广告及竞争的标准以保护客户资讯的安全。

Standards of fair business, advertising and competition are to be upheld. And means to safeguard customer information must be available.

#### 5.5.6 身份保密及匿名投诉保护 Protection of Identity

供应商应制定程序以保护供应商和员工检举者身份。

Programs that ensure the protection of supplier and employee whistleblower confidentiality are to be maintained.

检举者定义: 任何揭露公司员工、主管或公务员和政府机构的不正当行为者

Whistleblower definition: Any person who makes a disclosure about improper conduct by an employee or officer of a company, or by a public official or official body.

#### 5.5.7 不使用冲突矿产 Responsible Sourcing of Minerals

供应商应制定政策以保证产品中使用的金、钽、锡、钨、钴及其衍生物不会直接或间接资助刚果民主共和国及其周边国家境内造成严重人权灾难的武装组织。供应商应对供应链内的矿产来源进行尽责调查，以满足客户的要求。

Supplier must have a policy to reasonably assure that the tantalum, tin, tungsten, gold and cobalt in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country. Supplier must exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon customer request.

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#### 5.5.8 隐私保护 Privacy

供应商应承诺保护相关方合理的个人隐私，相关方包括供应商、消费者、客户和员工。个人信息的收集、保存、处理、传送、分享应遵循信息安全法律法规的要求。

Supplier must commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including supplier, customers, consumers and employees.

Comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

#### 5.5.9 不打击报复 Non-Retaliation

供应商应制定沟通流程，允许员工反馈关注的问题而不担心被打击报复。

Supplier must have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

### 6. 参考资料 References

本守则制定参考了如下标准,(不强制要求参与者签署.)

The following standards were used in preparing this Code and may be a useful source of additional information. The following standards may or may not be endorsed by each participant:

国际劳工组织安全及健康守则

ILO Code of Practice in Safety and Health

[www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf](http://www.ilo.org/public/english/protection/safework/cops/english/download/e000013.pdf)

国家防火机构

National Fire Protection Agency

[www.nfpa.org/catalog/home/AboutNFPA/index.asp](http://www.nfpa.org/catalog/home/AboutNFPA/index.asp)

国际劳工组织之国际劳工标准

ILO International Labor Standards

[www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm](http://www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm)

经济合作发展组织之跨国企业指导方针

OECD Guidelines for Multinational Enterprises

[www.oecd.org](http://www.oecd.org)

联合国反腐倡廉协议

Ref.1

United Nations Convention Against Corruption

[www.unodc.org/unodc/en/crime\\_convention\\_corruption.html](http://www.unodc.org/unodc/en/crime_convention_corruption.html)

联合国国际公约

United Nations Global Compact

[www.unglobalcompact.org](http://www.unglobalcompact.org)

人权宣言

Universal Declaration of Human Rights

[www.un.org/Overview/rights.html](http://www.un.org/Overview/rights.html)

ISO 14001

[www.iso.org](http://www.iso.org)

SA 8000

[www.cepaa.org/](http://www.cepaa.org/)

SAI

[www.sa-intl.org](http://www.sa-intl.org)

商业道德倡议

Ethical Trading Initiative

[www.ethicaltrade.org/](http://www.ethicaltrade.org/)

ISO45001

<https://www.iso.org/iso-45001-occupational-health-and-safety.html>

生态环境管理及审核系统

Eco Management & Audit System

[www.quality.co.uk/emas.htm](http://www.quality.co.uk/emas.htm)

Electronic Industry Code of Conduct V3.0

<http://www.eicc.info/EICC%20CODE.htm>