

立讯精密供应商行为准则

Luxshare Precision Supplier Code of Conduct

立讯精密承诺践行最高标准的劳动权益、人权、环境责任和道德行为。立讯精密供应商必须提供安全的工作环境，确保工人受到尊重、享有尊严，公平且遵循道德标准行事，并在任何情况下为立讯精密生产产品或提供服务时均应采取对环境负责的行为。立讯精密要求其供应商按照本《立讯精密供应商行为准则》（以下简称“准则”）中的原则和要求（如适用）经营业务并完全遵循所有适用法律法规。

Luxshare Precision is committed to respecting the highest standards of labor, human rights, environmental, and ethical conduct. Luxshare Precision's suppliers are required to provide safe working conditions, treat workers with dignity and respect, act fairly and ethically, and use environmentally responsible practices wherever they make products or perform services for Luxshare Precision. Luxshare Precision requires its suppliers to operate in accordance with the principles and requirements, as applicable, in this Luxshare Precision Supplier Code of Conduct ("Code"), and in full compliance with all Applicable Laws and Regulations.

我们的原则 Our Principle

本准则以联合国国际人权法案和国际劳工组织《工作中基本原则和权利宣言》中所规定的国际公认人权为基础。立讯精密坚定地致力于尊重人权，详见我们在整个公司范围内推行的人权政策，并且我们的处事方式遵循《联合国商业与人权指导原则》（UNGP）。

The Code is based on internationally-recognized human rights, as set out in the United Nations' International Bill of Human Rights and the International Labor Organization's Declaration on Fundamental Principles and Rights at Work. Luxshare Precision is deeply committed to respecting human rights as laid out in our company-wide Human Rights Policy and our approach is based on the UN Guiding Principles for Business and Human Rights (UNGP).

为了与 UNGP 框架保持一致，当国家法律与国际人权标准存在差异时，我们遵循更高的标准。当两者存在冲突时，我们遵守国家法律，同时设法遵守国际公认人权的原则。

In keeping with the UNGP framework, where national law and international human rights standards differ, we

follow the higher standard. Where they are in conflict, we respect national law, while seeking to respect the principles of internationally-recognized human rights.

此外，当国家法律与立讯精密严格的环境责任、健康和安全标准存在差异时，我们遵循更高的标准。当国家法律与立讯精密的高标准存在冲突时，我们遵守国家法律，同时设法恪守更高的标准。

In addition, where national law and Luxshare Precision's strict environmental, health and safety standards differ, we follow the higher standard. Where national law and Luxshare Precision's high standards are in conflict, we respect national law while seeking to honor the higher standard.

立讯精密将评估供应商对本准则的遵守情况，任何违反本准则的行为都可能危及供应商与立讯精密之间的业务关系，最严重可导致双方业务关系终止。本准则适用于向立讯精密提供商品/服务，或该商品/服务用于立讯精密产品的立讯精密供应商及其子公司、附属机构以及所有分包商和下级供应商（分别称为“供应商”）。

Luxshare Precision will assess its suppliers' compliance with this Code, and any violations of this Code may jeopardize a supplier's business relationship with Luxshare Precision up to and including termination. This Code applies to Luxshare Precision suppliers and their subsidiaries and affiliates, as well as any subcontractors and sub-tier suppliers (each called "Supplier") providing goods or services to Luxshare Precision or for use in or with Luxshare Precision products.

立讯精密采用责任商业联盟标准并做修饰后为公司的供应商行为准则，明确定义了我们对遵循本供应商准则的期望。

Luxshare Precision has adopted the standard of Responsible Business Alliance Code Of Conduct and modified it into our supplier code of conduct that explicitly define our expectations for compliance with this Code by Suppliers.

责任商业联盟行为准则

RESPONSIBLE BUSINESS ALLIANCE CODE OF CONDUCT

责任商业联盟（RBA，即前电子行业行为准则 [EICC]）旨在建立各种标准，以确保电子行业或以电子产品为关键要素的行业及其供应链的工作环境安全，工人受到尊重并享有尊严，且经营活动符合环保和道德要求。

The Responsible Business Alliance (RBA), formerly the Electronic Industry Citizenship Coalition (EICC), Code of Conduct establishes standards to ensure that working conditions in the electronics industry, or industries in which electronics are a key component, and its supply chains are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically.

本准则所指电子行业包含为生产电子产品而设计、营销、制造或提供商品和服务的所有组织。电子行业的任何一家企业都可以自愿采用本准则，并应用到其供应链和转包商中，包括合同劳工的提供方。

Considered as part of the electronics industry for purposes of this Code are all organizations that may design, market, manufacture, or provide goods and services that are used to produce electronic goods. The Code may be voluntarily adopted by any business in the electronics sector and subsequently applied by that business to its supply chain and subcontractors, including providers of contract labor.

要采用本准则并成为供应商（“供应商”），企业应声明其支持本准则，并积极按照本文所述管理体系与本准则及其标准保持一致。

To adopt the Code and become a supplier (“supplier”), a business shall declare its support for the Code and actively pursue conformance to the Code and its standards in accordance with a management system as herein.

供应商必须将该准则视为一个全面的供应链倡议。供应商还应至少要求其下一级供应商认同并执行本准则。

Suppliers must regard the Code as a total supply chain initiative. At a minimum, Suppliers shall also require its

next tier suppliers to acknowledge and implement the Code.

采用本准则的基础是理解企业的所有活动必须完全遵守其经营所在国家/地区的法律、规范和法规。本准则还鼓励供应商比法律规定做的更好，借鉴国际公认的标准，以促进社会和环境责任以及商业道德。绝不可因遵守本准则而违反当地法律。RBA 准则中的标准若与当地法律有异，RBA 在界定合规性时以最严格的要求为准。与《联合国商业与人权指导原则》相符，本准则中的规定源自并尊重国际公认的标准，包括国际劳工组织（ILO）《关于工作中的基本原则和权利宣言》以及联合国《世界人权宣言》。

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. The Code also encourages Suppliers to go beyond legal compliance, drawing upon internationally recognized standards, in order to advance social and environmental responsibility and business ethics. In no case can complying with the Code violate local laws. If, however, there are differing standards between the RBA Code and local law, the RBA defines conformance as meeting the strictest requirements. In alignment with the UN Guiding Principles on Business and Human Rights, the provisions in this Code are derived from and respect internationally recognized standards including the ILO Declaration on Fundamental Principles and Rights at Work and the UN Universal Declaration of Human Rights.

RBA 承诺在本行为准则的持续制定和执行过程中定期征求利益相关者的意见。

The RBA is committed to obtaining regular input from stakeholders in the continued development and implementation of the Code of Conduct.

本准则由五个部分组成。A、B 和 C 部分分别概述了劳工、健康与安全以及环境的标准。D 部分描述了商业道德相关标准。E 部分概述了符合本规范管理的管理体系所需具备的要素。

The Code is made up of five sections. Sections A, B, and C outline standards for Labor, Health and Safety, and the Environment, respectively. Section D adds standards relating to business ethics. Section E outlines the elements of an acceptable system to manage conformity to this Code.

A. 劳工 LABOR

供应商承诺尊重员工人权，确保其享有尊严。此规定适用于直接和间接供应商，以及所有员工，包括临时工、移民劳工、学生工、合同工、直接雇员和任何其他类型的员工。

Suppliers are committed to respecting the human rights of workers, and treating them with dignity. This applies to direct and indirect suppliers, as well as all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

劳工标准为：

The labor standards are:

1) 禁止强迫劳动 Prohibition of Forced Labor

不允许任何形式的强迫劳动，包括但不限于债役（包括债务质役）或契约劳动、非自愿或剥削性监狱劳动、奴役或贩卖人口。这包括通过威胁、武力、胁迫、诱拐或欺诈等手段运送、窝藏、招募、转移或接收人员，以获取劳动或服务。对于员工在工厂内的行动自由及进出公司提供的员工宿舍或生活区等场所（若适用），不应设立不合理的限制。作为雇佣流程的一部分，必须以员工的母语或员工能够理解的其他语言向所有员工提供书面的雇佣协议，其中包括对雇佣条款和条件的说明。海外移民员工必须在离开原籍国/地区之前收到雇佣协议，并且在此类员工到达接收国/地区后，除了为符合当地法律和提供同等或更好的条件而作出的变更外，不得改换或变更雇佣协议。所有工作均应出于自愿，员工可随时自由离职或终止其雇佣关系，如给予合理通知（应在员工合同中明确规定），则不必支付任何罚款。供应商应保留所有离职员工的相关文件。雇主、代理和子代理不得持有或以其他方式销毁、隐藏或没收身份证件或移民证件，如政府签发的身份证明、护照或工作许可证。尽管有上述规定，如雇主为遵守当地法律而有需要，则可持有该等证件。在这种情况下，任何时候都不得拒绝员工查阅其证件。员工无需为其受雇而向雇主的代理或子代理支付招聘费或其他相关费用。如果发现员工支付过任何上述费用，应将该费用退还给员工。

Forced labor in any form, including but not limited to, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. This includes transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company- provided facilities including, if applicable, workers' dormitories or living quarters. As part of the hiring process, all workers must be provided with a written employment agreement in their native language, or in a language the worker can understand, that contains a description of terms and conditions of employment. Foreign migrant workers must receive the employment agreement prior to the worker departing from his or her country of origin and there shall be no substitution or change(s) allowed in the employment agreement upon arrival in the receiving country unless these changes are made to meet local law and provide equal or better terms. All work shall be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given, which shall be clearly stated in workers' contracts. Suppliers shall maintain documentation on all leaving workers. Employers, agents, and sub-agents' may not hold or otherwise destroy, conceal, or confiscate identity or immigration documents, such as government-issued identification, passports, or work permits. Notwithstanding the foregoing, employers can only hold documentation if necessary to comply with the local law. In this case, at no time shall workers be denied access to their documents. Workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

2) 未成年工人 Young Workers

在生产任何阶段均不得使用童工。“儿童”一词是指任何未满 15 岁，或低于完成义务教育的年龄，或低于该国家/地区的最小就业年龄（以这三者中最大者为准）的任何人。不满 18 岁的员工（未成年员工）不得从事可能危及其健康或安全的工作，包括夜班和加班。供应商应妥善维护学生工记录、对提供学生工的教育合作伙伴进行严格的尽职调查，并根据法律法规保护学生工权利，以确保对其进行妥善管理。供应商应实施适当的机制，以核实员工的年龄。遵守所有法律和法规的、使用合法工作场所学习的计划应予以支持。供应商应向所有学生工提供适当的支持和培训。如当地法律未作规定，学生工、实习工和学徒工的工资应至少达到从事同等或类似工作的初级员工的工资水平。如发现童工，应提供协助/补救措施。

Child labor shall not be used in any stage of manufacturing. The term “child” refers to any person under the

age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Supplier shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable laws and regulations. Supplier shall implement an appropriate mechanism to verify the age of workers. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. Supplier shall provide appropriate support and training to all student workers. In the absence of local law, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks. If child labor is identified, assistance/remediation shall be provided.

3) 工作时间 Working Hours

工作时间不得超过当地法律规定的最长时间。此外，每周工作时间（包括加班时间）不得超过 60 小时，紧急情况或异常情况除外。所有加班均应出于自愿。员工每七天应至少休息一天。

Working hours shall not exceed the maximum set by local law. Further, a workweek shall not be more than 60 hours per week, including overtime, except in emergency or unusual situations. All overtime shall be voluntary. Workers shall be allowed at least one day off every seven days.

4) 工资和福利 Wages and Benefits

向员工支付的薪酬应符合所有适用的工资法律，包括有关最低工资、加班时间和法定福利在内的各项法律。所有员工应同工同酬、同资同酬。供应商应按高于正常小时工资的标准向员工支付加班报酬。禁止将扣减工资作为一种纪律处罚措施。在每个记薪周期，应及时向员工提供清晰易懂的工资单，该工资单应包含足够的信息，能够核算付出的劳动所得的报酬是否准确。使用临时工、派遣工和外包工应符合当地法律限制。

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. All workers shall receive equal pay for equal work and qualification. Workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to

verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor shall be within the limits of the local law.

5) 不歧视/不骚扰/人道待遇 Non-Discrimination/Non-Harassment/Humane

Treatment

供应商应承诺提供没有骚扰及非法歧视的工作场所。不得对员工实施暴力、基于性别的暴力、性骚扰、性虐待、体罚、精神或身体胁迫、霸凌、公开羞辱或言语侮辱等严苛的非人道行为；亦不得威胁要实施任何此类行为。公司不得因人种、肤色、年龄、性别、性取向、性别认同或性别表现、种族或国籍、身心障碍、怀孕、宗教、政治派别、工会成员身份、受保护的退伍军人身份、受保护的遗传信息或婚姻状况等在招聘和雇佣过程（如工资、晋升、奖励和培训机会等）中歧视或骚扰员工。应清楚制定支持这些要求的纪律政策和规程，并传达给员工。应为员工的宗教活动和身心障碍情况提供合理便利。此外，不应强迫员工或准员工接受可能带有歧视性目的的医学检查（包括怀孕或童贞检查）或体检。这一规定根据国际劳工组织（ILO）的《（就业和职业）歧视公约》（第 111 号）起草。

Supplier shall commit to a workplace free of harassment and unlawful discrimination. There shall be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment. Companies shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity or expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers. Workers shall be provided with reasonable accommodation for religious practices and disability. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way. This was drafted in consideration of ILO Discrimination (Employment and Occupation) Convention (No.111).

6) 结社自由与集体谈判 Freedom of Association and Collective Bargaining

员工与管理层之间进行公开交流和直接接触是解决工作场所和薪酬问题的最有效途径。员工和/或其代表应能与管理层就工作条件和管理实践公开交流沟通并表达看法和疑虑，

而无需担心会受到歧视、报复、威胁或骚扰。为与这些原则保持一致，供应商应尊重所有员工自愿组建和加入工会、进行集体谈判与和平集会以及拒绝参加此等活动的权利。如果结社自由和集体谈判的权利受到适用法律和法规的限制，则应允许员工选举和加入其他合法形式的员工代表组织。

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment. In alignment with these principles, supplier shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively, and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Where the right of freedom of association and collective bargaining is restricted by applicable laws and regulations, workers shall be allowed to elect and join alternate lawful forms of worker representations.

B. 健康与安全 HEALTH AND SAFETY

供应商应了解，除了有助于减少与工作相关的伤害与疾病外，安全健康的工作环境还可以提高产品和服务质量，有利于促进生产、提高工人留任率并提升工人士气。供应商还应了解持续的工人投入和教育对于发现和解决工作场所中的健康与安全问题至关重要。

本准则在起草时参考了 ISO 45001 和《ILO 职业安全健康管理体系指南》等公认的管理体系，这些资料亦可作为附加信息的有用来源。

Suppliers recognize that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale. Suppliers also recognize that ongoing worker input and education are essential to identifying and solving health and safety issues in the workplace.

Recognized management systems such as ISO 45001 and ILO Guidelines on Occupational Safety and Health management system were used as references in preparing the Code and may be useful sources of additional information.

健康与安全标准为：

The health and safety standards are:

1) 职业健康与安全 Occupational Health and Safety

应使用控制措施等级识别、评估和减少员工可能遇到的潜在健康与安全危险（化学、电气和其他能源、火灾、车辆及坠落危险等）。如果通过上述方式无法有效地控制危险，应为员工提供适当的、保养良好的个人防护用品以及关于上述危险可能导致的风险的教育资料。应采取促进两性平等的措施，如避免让孕妇和哺乳期女性在可能对其自身或其子女有害的工作环境下工作，并为哺乳期女性提供合理的便利条件。

Worker potential for exposure to health and safety hazards (chemical, electrical and other energy sources, fire, vehicles, and fall hazards, etc.) shall be identified and assessed, mitigated using the Hierarchy of Controls. Where hazards cannot be adequately controlled by these means, workers shall be provided with appropriate, well-maintained, personal protective equipment, and educational materials about risks to them associated with these hazards. Gender-responsive measures shall be taken, such as not having pregnant women and nursing mothers in working conditions, which could be hazardous to them or their child and to provide reasonable accommodations for nursing mothers.

2) 应急准备 Emergency Preparedness

应识别和评估潜在的紧急情况与事件，并通过实施应急预案和响应规程（包括应急报告、员工通知和疏散规程、员工培训和演练）将其影响降至最低。紧急演练应至少每年进行一次，或按照当地法律的规定（以较严格的为准）进行。应急预案还应包括适当的火灾探测和灭火设备、畅通无阻的出口、充足的出口设施、应急人员的联系信息和恢复计划。此类预案和规程应侧重于最大限度地减少对生命、环境和财产的损失。

Potential emergency situations and events shall be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including emergency reporting, employee notification and evacuation procedures, worker training, and drills. Emergency drills shall be executed at least annually or as required by local law, whichever is more stringent. Emergency plans shall also include appropriate fire detection and suppression equipment, clear and unobstructed egress, adequate exit facilities, contact information for emergency responders, and recovery

plans. Such plans and procedures shall focus on minimizing harm to life, the environment, and property.

3) 工伤和疾病 Occupational Injury and Illness

应制定程序和体系以预防、管理、跟踪和报告工伤和疾病，包括作出以下规定：鼓励员工报告、对工伤和疾病案例进行分类和记录、提供必要的医疗服务、调查案例并采取纠正措施以消除其事故源头以及帮助员工重返工作岗位。供应商应允许员工在面临紧迫伤害时，自行撤离，并在情况得到缓解之前不予返回，而不必担心遭到报复。

Procedures and systems shall be in place to prevent, manage, track and report occupational injuries and illnesses, including provisions to encourage worker reporting, classify and record injury and illness cases, provide necessary medical treatment, investigate cases and implement corrective actions to eliminate their causes, and facilitate the return of workers to work. Suppliers shall allow workers to remove themselves from imminent harm, and not return until the situation is mitigated, without fear of retaliation.

4) 工业卫生 Industrial Hygiene

应根据控制措施等级，识别、评估并控制化学、生物及物理等因素给员工带来的危险。当无法充分控制危险时，应为员工免费配备并让其使用适当的、保养良好的个人防护用品。供应商应为员工提供安全健康的工作环境，并通过持续对员工的健康状况和工作环境进行系统监测来维护这一环境。供应商应提供职业健康监测，定期评估员工是否因职业暴露而健康受损。职业健康保护计划应持续开展，并应包含与员工在工作场所面临的危险有关的风险教育材料。

Worker exposure to chemical, biological, and physical agents shall be identified, evaluated, and controlled according to the Hierarchy of Controls. When hazards cannot be adequately controlled, workers shall be provided with and use appropriate, well-maintained, personal protective equipment free of charge.

Suppliers shall provide workers with safe and healthy working environments, which shall be maintained through ongoing, systematic monitoring of workers' health and working environments. Suppliers shall provide occupational health monitoring to routinely evaluate if workers' health is being harmed from occupational exposures. Protective occupational health programs shall be ongoing and include educational materials about the risks associated with exposure to workplace hazards.

5) 强体力型工作 Physically Demanding Work

应当识别、评估和控制工人从事强体力型工作给工人带来的影响，包括人工搬运/装卸材料和重复搬举重物、长时间站立以及高度重复或强力的装配工作。

Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing, and highly repetitive or forceful assembly tasks is to be identified, evaluated, and controlled.

6) 机器安全防护 Machine Safeguarding

应评估生产机械和其他机械是否存在安全隐患。对于可能对员工造成伤害的机械，应装配物理防护装置、联锁装置和屏障，并正确地进行维护。

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

7) 公共卫生、饮食和住宿 Sanitation, Food, and Housing

应向员工提供干净的洗手间设施、饮用水和卫生的食品配制、存储和用餐设施。供应商或劳工代理机构提供的员工宿舍应保持洁净安全，并提供适当的紧急出口、洗浴热水、充足的照明和良好的通风、用于存放个人和贵重物品的独立安全柜，以及出入方便的合理私人空间。

Workers shall be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the suppliers or a labor agent shall be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting, and adequate conditioned ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.

8) 健康与安全沟通 Health and Safety Communication

供应商应以员工的母语或员工能够理解的其他语言向员工提供适当的工作场所健康与安全信息和培训，说明其所面临的所有已识别工作场所危险，包括但不限于机械、电气、

化学、火灾和物理危险。在工厂区域或在员工可明显辨别且可出入的场所清楚张贴健康与安全相关信息。健康信息和培训应包括针对相关人群特定风险的内容，如性别和年龄（如适用）。应在开始工作前对所有员工进行培训，并在开始工作后定期进行培训。应鼓励员工提出任何健康与安全问题，而无需担心遭到报复。

Suppliers shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical hazards. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Health information and training shall include content on specific risks to relevant demographics, such as gender and age, if applicable. Training shall be provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any health and safety concerns without retaliation.

C. 环境 ENVIRONMENT

供应商应认识到环境责任是生产世界一流产品的重要部分。供应商应在其生产经营中，发现对环境产生的影响并尽量减少对社区、环境和自然资源的不利影响，同时保障公众的健康和安全。本准则在起草时参考了 ISO 14001 和《生态管理与审核体系》(EMAS) 等公认的管理体系，这些资料亦可作为附加信息的有用来源。

Suppliers recognize that environmental responsibility is integral to producing world-class products. Suppliers shall identify the environmental impacts and minimize adverse effects on the community, environment, and natural resources within their manufacturing operations, while safeguarding the health and safety of the public. Recognized management systems such as ISO 14001 and the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information.

环境标准为：

The environmental standards are:

1) 环境许可证与报告 Environmental Permits and Reporting

应取得、维护并更新所有必需的环境许可证（如排放监控）、批准文书和登记证，并且遵循其操作和报告要求。

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

2) 预防污染和节约资源 Pollution Prevention and Resource Reduction

应从源头或通过增加污染控制设备，改进生产、维护和设施流程等做法或通过其他方式，最大限度地减少或消除污染物的排放、释放以及废弃物的产生。通过改进生产、维护和设施流程、使用替代性材料、重复使用、保护资源、回收利用等做法或其他方式使用自然资源，包括水、化石燃料、矿产和原始森林木材。

Emissions and discharges of pollutants and generation of waste shall be minimized or eliminated at the source or by practices such as adding pollution control equipment; modifying production, maintenance, and facility processes; or by other means. The use of natural resources, including water, fossil fuels, minerals, and virgin forest products, shall be conserved by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling, or other means.

3) 有害物质 Hazardous Substances

应当识别、标记和管理对人类或环境构成危害的化学品、废弃物及其他材料，确保其得到安全处理、移动、储存、使用、回收或再利用和处置。应跟踪和记录有害废弃物数据。

Chemicals, waste, and other materials posing a hazard to humans or the environment shall be identified, labeled, and managed to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal. Hazardous waste data shall be tracked and documented.

4) 固体废弃物 Solid Waste

供应商应采用系统方法识别、管理、减少、负责任地处置或回收固体废弃物（无害废弃物）。应跟踪和记录废弃物数据。

Suppliers shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or

recycle solid waste (non-hazardous). Waste data shall be tracked and documented.

5) 废气排放 Air Emissions

经营过程中产生的挥发性有机化学物质、喷雾、腐蚀性物质、悬浮粒子、破坏臭氧层的物质及燃烧副产品，在排放之前应按要求进行分类、常规监测、控制和处理。破坏臭氧层的物质应按照《蒙特利尔议定书》和适用法规进行有效管理。供应商应对其大气排放控制系统的运行状况进行常规监测。

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone-depleting substances, and combustion byproducts generated from operations shall be characterized, routinely monitored, controlled, and treated as required prior to discharge. Ozone-depleting substances shall be effectively managed in accordance with the Montreal Protocol and applicable regulations. suppliers shall conduct routine monitoring of the performance of its air emission control systems.

6) 限用物质 Materials Restrictions

供应商应遵守有关在产品中以及制造过程中禁用或限用某些特定物质（包括回收和处置标志）的所有适用法律、法规和客户要求。

Suppliers shall adhere to all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

7) 水资源管理 Water Management

供应商应实施水源管理计划，记录、分类和监测水源及其使用和排放情况；寻求节约用水的机会；并控制污染渠道。所有废水在排放或处置前，应按要求进行分类、监测、控制和处理。供应商应对其废水处理和控制系统的运行状况进行常规监控，以确保最佳性能及监管合规。

Suppliers shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; and controls channels of contamination.

All wastewater shall be characterized, monitored, controlled, and treated as required prior to discharge or

disposal. Suppliers shall conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance.

8) 能源消耗与温室气体排放 Energy Consumption and Greenhouse Gas Emissions

供应商应制定并报告整个企业的明确温室气体减排目标。应跟踪、记录和公开报告能源消耗以及范围 1、范围 2 和范围 3 的重要类别的温室气体排放。供应商应寻找方法来提高能源效率，并最大程度地减少能源消耗与温室气体排放。

Suppliers shall establish and report against an absolute corporate-wide greenhouse gas reduction goal. Energy consumption and all Scopes 1, 2, and significant categories of Scope 3 greenhouse gas emissions shall be tracked, documented, and publicly reported. Suppliers shall look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

D. 道德 ETHICS

为履行社会责任并确立市场成功地位，供应商及其代理机构应遵循最高标准的道德要求，包括：

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

1) 商业诚信 Business Integrity

在所有商业交往中都应秉承最高的诚信标准。供应商应采取零容忍政策，禁止任何及所有形式的贿赂、腐败、敲诈勒索和贪污。

The highest standards of integrity are to be upheld in all business interactions. Suppliers shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.

2) 无不正当优势 No Improper Advantage

不得承诺、提供、授权、给予或接受贿赂以及为取得非法或不正当优势而提供的其他形式的利益。为获得或保留业务、指示将业务交给任何个人或者以其他方式获得不正当优

势而直接或间接通过第三方承诺、提供、授权、给予或接受任何有价之物均在受禁之列。应实施监控、记录保留与执行规程，以确保遵守反腐败法律。

Bribes or other means of obtaining undue or improper advantage shall not be promised, offered, authorized, given, or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring, record keeping, and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

3) 信息披露 Disclosure of Information

所有业务往来均应透明，并且准确地记录在供应商的商业账簿和记录中。应根据相关法规和现行行业实践披露有关供应商的劳工、健康与安全、环境实践、业务活动、结构、财务状况和绩效等信息。不得伪造记录或虚假陈述供应链中的状况或做法。

All business dealings should be transparently performed and accurately reflected on the Supplier's business books and records. Information regarding Supplier's labor, health and safety, environmental practices, business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

4) 知识产权 Intellectual Property

应尊重知识产权，技术或经验知识的转让应以保护知识产权的方式进行，并且应保护客户和供应商的信息安全。

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, and customer and supplier information is to be safeguarded.

5) 公平交易、广告和竞争 Fair Business, Advertising and Competition

应秉持公平业务、广告发布和竞争的标准。

Standards of fair business, advertising, and competition are to be upheld.

6) 身份保护和反报复政策 Protection of Identity and Non-Retaliation

除非法律禁止，否则应制定并实施各项规程，确保向供应商和工人检举者提供保护，确保其举报的保密性及匿名性。供应商应为其工人制定沟通程序，使工人能够提出任何问题，而不担心遭到打击报复。

Programs that ensure the confidentiality, anonymity, and protection of supplier and employee whistle blowers are to be maintained, unless prohibited by law. Suppliers should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

7) 负责任的矿产采购 Responsible Sourcing of Minerals

供应商应采取政策，对其生产的产品中的钽、锡、钨、金、钴及云母的来源和监管链开展尽职调查，以合理确保其来源符合《经济合作与发展组织关于来自受冲突影响和高风险区域的矿石的负责任供应链尽职调查指南》或同等和公认的尽职调查框架。

Suppliers shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, gold, cobalt and muscovite in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organization for Economic Co-operation and Development (OECD) Guidance for Responsible Supply Chains of Minerals from Conflict- Affected and High-Risk Areas or an equivalent and recognized due diligence framework.

8) 隐私 Privacy

供应商应承诺保护与其有业务往来的所有人士（包括供应商、客户、消费者和雇员）的个人信息，以满足上述相关人士的保护其合理隐私的期望。供应商在收集、存储、处理、传输和分享个人信息时，应遵守隐私和信息安全法律及监管要求。

Suppliers are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers, and employees. Suppliers shall comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

E. 管理体系 MANAGEMENT SYSTEMS

供应商应采用或建立与本准则范围相关的管理体系。在设计该管理体系时，应确保：

(a) 符合与供应商的经营和产品相关的法律、法规及客户要求；(b) 符合本准则；以及 (c) 识别并降低与本准则相关的经营风险。该体系还应促进持续改进。

Suppliers shall adopt or establish a management system with a scope that is related to the content of this Code. The management system shall 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.

该管理体系应包含以下要素：

The management system should contain the following elements:

1) 公司承诺 Company Commitment

供应商应制定人权、健康和安全、环境和道德政策声明，确认其对尽职调查和持续改进的承诺，并获得执行管理层的认可。政策声明应予以公布，并以员工能够理解的语言通过员工均可访问的渠道传达给员工。

Suppliers shall establish human rights, health and safety, environmental and ethics policy statements affirming Participant's commitment to due diligence and continual improvement, endorsed by executive management. Policy statements shall be made public and communicated to workers in a language they understand via accessible channels.

2) 管理层问责和责任 Management Accountability and Responsibility

供应商应明确指定负责确保实施管理体系和相关计划的高级执行管理人员和公司代表。高级管理层应定期审查管理体系的状态。

Suppliers shall clearly identify senior executive and company representative(s) responsible for ensuring implementation of the management systems and associated programs. Senior management shall review the status of the management systems on a regular basis.

3) 法律要求与客户要求 Legal and Customer Requirements

供应商应采用或建立用以识别、监控和了解适用法律、法规和客户要求（包括本准则的要求）的流程。

Suppliers shall adopt or establish a process to identify, monitor and understand applicable laws, regulations, and customer requirements, including the requirements of this Code.

4) 风险评估与风险管理 Risk Assessment and Risk Management

供应商应采用或建立用以识别与供应商经营相关的法律合规、环境、健康与安全及劳工实践和道德风险（包括严重人权和环境影响的风险）的流程。供应商应确定各风险的相对重要程度，并实施适当的程序和物理控制措施，以控制已识别风险并确保监管合规。

Suppliers shall adopt or establish a process to identify the legal compliance, environmental, health and safety, labor practice and ethics risks, including the risks of severe human rights and environmental impacts, associated with Participant's operations. Suppliers shall determine the relative significance for each risk and implement appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

5) 改进目标 Improvement Objectives

供应商应制定书面绩效目标、指标和实施计划，以提高供应商的社会、环境、健康和安

全绩效（包括定期评估供应商在实现这些目标方面的绩效）。

Suppliers shall establish written performance objectives, targets and implementation plans to improve the suppliers' social, environmental, and health and safety performance, including a periodic assessment of suppliers' performance in achieving those objectives.

6) 培训 Training

供应商应制定管理人员和员工培训计划，以实施供应商的政策、规程和改进目标，并满足适用的法律和监管要求。

Suppliers shall establish programs for training managers and workers to implement suppliers' policies, procedures, and improvement objectives and to meet applicable legal and regulatory requirements.

7) 沟通 Communication

供应商应建立用以向员工、供应商和客户清晰准确地传达有关供应商政策、实践、期望和绩效信息的流程。

Suppliers shall establish process for communicating clear and accurate information about suppliers' policies, practices, expectations, and performance to workers, suppliers, and customers.

8) 员工/利益相关者的参与和获得补救 Worker/Stakeholder Engagement and Access To Remedy

供应商应建立与员工、其代表以及其他利益相关者（如相关或必要）进行持续双向沟通的流程。该流程应旨在获取有关本准则所涵盖的经营实践和状况的反馈，并促进持续改进。供应商应为员工提供安全的环境，便于其提出申诉和反馈，而不必担心遭到打击报复。

Suppliers shall establish processes for ongoing two-way communication with workers, their representatives, and other stakeholders where relevant or necessary. The process shall aim to obtain feedback on operational practices and conditions covered by this Code, and to foster continuous improvement. Workers shall be given a safe environment to provide grievance and feedback without fear of reprisal or retaliation.

9) 审核与评估 Audits and Assessments

供应商应定期进行自我评估，以确保符合与社会责任和环境责任相关的法律和监管要求、本准则内容的要求及客户合同要求。

Suppliers shall conduct periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code, and customer contractual requirements related to social and environmental responsibility.

10) 纠正措施流程 Corrective Action Process

供应商应建立用以及时纠正内部或外部评估、检查、调查及审查中发现的缺陷的流程。

Suppliers shall establish a process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations, and reviews.

11) 文件和记录 Documentation and Records

供应商应创建并维护文件和记录，以确保监管合规并遵守公司的要求及符合保护隐私的相关保密条款。

Suppliers shall create and maintain documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

12) 供应商责任 Supplier Responsibility

供应商应建立用以向下级供应商传达本准则要求，并监督其遵守本准则之情况的流程。

Suppliers shall establish a process to communicate Code requirements to sub-suppliers and to monitor sub-suppliers' compliance to the Code.