

# SUPPLIER CODE OF CONDUCT 供应商行为准则

## PURPOSE & SCOPE 目的& 适用范围

We expect all our Suppliers involved in the supply of goods and services to observe the highest standards and conduct business in an ethical and professional manner at all times.

我们期望为我司提供产品及服务的供应商无论从道德和专业上始终能够按照最高标准和行为准则来经营管理，始终守极，以德业开展业务。

We are committed to sustainable sourcing practices that support long term value creation. We expect our suppliers to commit to minimizing their impact on the environment and assist us in achieving our sustainability ambitions.

我们致力于支持长期价值创造的可持续采购行为。我们期望我我司供应商致力于最大限度地减少对环境的影响，并帮助我们实现可持续发展的宏伟蓝图。

We value diversity and inclusion and prefer suppliers who promote diversity in their operations and supply chains.

我们重视多元化和包容性，并更愿意与在运营和供应链中促进多元化的供应商合作。

Our suppliers must take reasonable steps to ensure that this Code of Conduct (or an equivalent set of principles) is communicated to, understood by and complied with by its employees, contractors, agents and sub-contractors involved in supplying us.

我司供应商必须采取合理的措施确保其员工，承包商、代理和分包商知道，理解并能够遵守此准则（或同等准则）。

## POLICY 政策

**Suppliers to us:** 供应商:

- must comply with all applicable laws and regulations in all locations where they conduct business. The Supplier (and its directors and owners) is required to refrain from engaging in any criminal activity or participating in bribery, corruption or other prohibited business practices;  
所有供应商在他们所开展业务的地区必须遵守所有适用的法律法规。供应商（董事及股东）禁止参与任何犯罪活动，贿赂，腐败及其他法律法规禁止的商业行为。
- must not offer any non-cash gifts / entertainment in excess of normal business practices, cash payments or kick-backs to any employee of ours which is likely to influence them to take an improper course in the future procurement of goods or services;  
禁止向我司雇员提供任何超出正常商业行为的非现金礼品/娱乐活动，现金或回扣，此类行为可能会致使我司雇员在之后的商品采购或服务的过程中有不当行为。
- must at a minimum comply with all applicable wage and hour laws and regulations, including those related to minimum wages and overtime rates, and provide legally mandated benefits including not exceeding mandated or prevailing work hours;  
必须遵守所有适用的工资和工时法律和法规（包括与最低工资，加班工资相关的法律法规），并提供法定福利，包括不超过规定的正常工作时间。
- must respect the legal rights of employees to join or refrain from joining worker organizations, including trade unions;  
必须尊重其雇员选择或拒绝参加工人组织（包括工会）的合法权利。
- must support and respect the protection of human rights and comply with laws regarding child labour and only employ workers who are the applicable minimum legal age (the minimum age for employment being the higher of 15 years of age or the minimum age for employment in the relevant country) and must not use at any time any form of slavery, servitude, forced labour, debt

**bondage, human trafficking, or deceptive recruiting for labour or services;**

必须支持和尊重对人权的保护，遵守有关童工的法律，并且只雇用符合适用最低法定年龄（最低就业年龄为15岁或符合所在国家最低就业年龄）的工人，并且不得在任何时候使用任何形式的奴隶制，奴役、强迫劳动、债役、人口贩运或欺骗性地招募劳工或服务；

- **must not discriminate in hiring and employment practices on any grounds of race, religion, age, nationality, social or ethnic origin, sexual identity, gender, pregnancy and medical conditions, disability or any other legally determined discrimination;**  
不得在招聘和雇佣中有歧视行为，包括种族、宗教、年龄、国籍、社会或民族背景、性倾向、性别、孕产状况，残障及其他法律明确的歧视。
- **must provide their employees with a safe and healthy workplace in compliance with all applicable laws and regulations and have systems, training, and emergency equipment in place to effectively respond to and manage incidents and emergencies;**  
必须为其雇员提供符合所有适用法律法规的安全健康的工作场所，并拥有适当的应急系统，安全培训和应急设备，以有效应对和管理任何紧急情况；
- **must implement controls and initiatives to manage and minimise the environmental impacts from their operations, products and services and comply with all applicable environmental laws and standards including holding any relevant permits and licenses;**  
必须实施环保管控措施，尽量减少其运营，产品和服务对环境的影响，持有相关许可和执照并遵守所有适用的环境法律、法规和标准。
- **must not act, or be perceived to act, in any way which is likely to damage our reputation in the marketplace;**  
不得以任何行为及方式有损我司在市场上的声誉。
- **must, to the extent permitted by law, have appropriate systems in place through which allegations of wrongdoing may be reported, investigated and dealt with;**  
在法律允许的范围内，必须建立顺畅机制，以发现、调查和处理一切不当行为。
- **must take appropriate steps to protect and keep confidential the proprietary information and intellectual property of ours and only use our confidential information for purposes authorised by Visy;**  
必须采取恰当的措施来保护和保密我司的专有资料和知识产权，且所有保密资料使用之前必须经过我司授权。
- **must comply with all economic and trade sanctions in the jurisdictions in which they operate applicable to their business activities; and**  
必须遵守其经营所在司法辖区内适用于其业务活动的经济制裁规定；
- **must actively protect the private information, data and networks of ours, our customers and supply chain, by implementing best practice technical solutions and security measures to protect our and our customers and supply chain from privacy, data and cyber breaches, and notify us immediately when the Supplier becomes aware of a privacy, data or network breach.**  
必须实施最优信息技术解决方案和安全措施积极主动保护我司、我司客户和供应链的私人信息、数据和网络，以保护我司以及我司客户和供应链免受隐私、数据和网络泄露，并在供应商意识到隐私、数据或网络泄露时立即通知我司。

We reserves the right at any time to (i) conduct an audit of (or arrange a third party to audit) the Supplier (and the Supplier agrees to facilitate access to its premises and those of any sub-contractors for this purpose) at our reasonable prior written request; and/or (ii) request reasonable documentation and/or completion of a questionnaire, to confirm that a Supplier complies with the above obligations. We also reserve the right to restrict business or terminate dealings with any suppliers who fail to adhere to this Supplier Code of Conduct, depending on the seriousness and circumstances.

在任何时候保留以下权利

1. 对供应商进行(或安排第三方审计)审计，且在供应商同意许可前提下，也包括对其分包商进行审核

2. 我司有权要求供应商提供相应的文件或完成调查问卷，以确保供应商忠实履行以上准则。此外，倘若任何供应商未能守此准则，我司有权根据客观环境及具体情况对其进行限制或终止与该供应商之间的业务往来。