

Saferoad Supplier Code of Conduct (Saferoad 供应商行为准则)

At Saferoad we promote corporate responsibility and sustainability also from our suppliers. We cooperate closely with our suppliers and business partners in pursuit of this aim. Accordingly, we have prepared this Supplier Code of Conduct to define what we demand of our suppliers and business partners. When selecting new suppliers, emphasis will be given to social, corporate governance and environmental standards. This Supplier Code of Conduct covers human rights, workers' rights, children's' rights, the environment, corruption, conflict of interest and trade sanctions.

在 Saferoad，我们也从我们的供应商那里促进企业责任和可持续发展。为了实现这一目标，我们与供应商和业务合作伙伴密切合作。因此，我们制定了本《供应商行为准则》来定义我们对供应商和业务合作伙伴的要求。在选择新供应商时，将重点关注社会、公司治理和环境标准。本供应商行为准则涵盖人权、工人权利、儿童权利、环境、腐败、利益冲突和贸易制裁。

Suppliers to Saferoad are to supply goods and services that are produced in compliance with applicable laws, regulations and this Supplier Code of Conduct. Moreover, the suppliers are to communicate the Supplier Code of Conduct to their subcontractors, and to monitor compliance.

Saferoad 的供应商应提供按照适用法律、法规和本供应商行为准则生产的商品和服务。此外，供应商应将供应商行为准则传达给其分包商，并监督合规性。

A supplier must be able to document compliance with the Supplier Code of Conduct at Saferoad's request. Such documentation may take the form of self-declaration, follow-up meetings, due diligence by external service provider and/or inspections of the working conditions at production sites in the sole discretion of Saferoad, and in cooperation with the supplier. The supplier will be obliged to name and provide contact information for any sub-supplier that Saferoad wishes to inspect.

供应商必须能够根据 Saferoad 的要求记录对供应商行为准则的遵守情况。此类文件可以采取自我声明、后续会议、外部服务提供商尽职调查和/或 Saferoad 自行决定并与供应商合作检查生产现场的工作条件的形式。供应商有义务提供 Saferoad 所需的任何次级供应商联系信息。

In the event of a breach of the Supplier Code of Conduct, Saferoad and the supplier will jointly prepare a plan for remedying the breach. Remediation must take place within a reasonable period of time. The supply contract may be terminated without prejudice if the supplier remains unwilling to remedy the breach, or in the event of a material breach of this Supplier Code of Conduct.

如果出现违反《供应商行为准则》的情况，Saferoad 和供应商将共同制定补救违规行为的计划。补救必须在合理的时间内进行。如果供应商仍然不愿意纠正违约行为，或者在严重违反本供应商行为准则的情况下，供应合同可以在不影响的情况下终止。

1. No Forced or Compulsory Labour 禁止强迫或强制劳动

Ref. to ILO Conventions Nos. 29 and 105 参考国际劳工组织第 29 号和第 105 号公约

1.1. There shall be no forced, bonded, or involuntary prison labour.

不得强迫、抵债或非自愿监狱劳工。

1.2. Workers are not to be required to lodge deposits or identity papers with their employer and shall be free to leave their employer after reasonable notice.

工人无需向雇主交存押金或身份证件，并在得到合理通知后可自由离开雇主。

2. Freedom of Association and The Right to Collective Bargaining 结社自由和集体谈判权

Ref. to ILO Conventions Nos. 87, 98, 135 and 154 参考国际劳工组织第 87、98、135 和 154 号公约

2.1. Workers, without distinction, have the right to join or form trade unions of their own

choosing and to bargain collectively. The employer cannot interfere with, obstruct, the formation of unions or collective bargaining.

工人有权无差别地加入或组建自己选择的工会并进行集体谈判。雇主不得干涉、阻挠、组建工会或集体谈判。

- 2.2. The employer adopts an open attitude towards the activities of trade unions and their organizational activities.
用人单位对工会活动及其组织活动持开放态度。
- 2.3. Workers' representatives shall not be discriminated and shall have access to carry out their representative functions in the workplace.
工人代表不应受到歧视，并应有权在工作场所履行其代表职能。
- 2.4. Where the right to freedom of association and/or collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of alternative forms of independent and free workers association and bargaining.
在结社自由和/或集体谈判权利受到法律限制的情况下，雇主促进而不是阻碍独立和自由工人结社和谈判的替代形式的发展。

3. **No Use of Child Labour 不使用童工**

Ref. to *UN Convention on the Rights of the Child, ILO Conventions Nos. 138, 182 and 79, and ILO Recommendation No. 146*

参考联合国儿童权利公约、国际劳工组织第 138、182 和 79 号公约以及国际劳工组织第 146 号建议书

- 3.1. If work which by its nature or the circumstances in which it is carried out is likely to jeopardize the health, safety or morals, the minimum age for workers shall be the higher of 18 and the national minimum age for employment, or the age of completion of compulsory education.
如果工作的性质或工作环境可能危害健康、安全或道德，工人的最低年龄应为 18 岁和国家最低就业年龄并完成义务教育。
- 3.2. The types of employment or work to which the aforementioned requirement applies shall be determined by national laws or regulations or by the competent authority. The employer should review the requirements of the national legislation and consult with experts to determine the type of employment and the corresponding minimum working age.
上述规定适用的就业或工作类型，由国家法律、法规或主管部门确定。雇主应审查国家立法的要求并咨询专家以确定就业类型和相应的最低工作年龄。
- 3.3. In case if national legislation, standards, or requirements do not consider the work performed as likely to jeopardize the health, safety or morals, the minimum age for workers could be the higher of 16 on condition that the health, safety, and morals of the young persons concerned are fully protected and that the young persons have received adequate specific instruction or vocational training in the relevant branch of activity.
如果国家法律、标准或要求不认为所从事的工作可能危害健康、安全或道德，则工人的最低年龄可以是 16 岁以上，条件是健康、安全和道德的有关年轻人得到充分保护，并且这些年轻人在相关活动部门接受了充分的具体指导或职业培训。
- 3.4. There shall be no recruitment of child labour defined as any work performed by a child younger than the age(s) specified above.
不得招募定义为由低于上述年龄的儿童从事的任何工作的童工。
- 3.5. No person under the age of 18 shall be engaged in labour that is hazardous to their

health, safety or morals, including night work.

18 岁以下的任何人不得从事危害其健康、安全或道德的劳动，包括夜间工作。

- 3.6. Policies and procedures for remediation of child labour prohibited by ILO conventions no. 79, 138 and 182, shall be established, documented, and communicated to personnel and other interested parties. Adequate support shall be provided to enable such children to attend and complete compulsory education.

国际劳工组织第 3 号公约禁止的童工补救政策和程序 79、138 和 182，应建立、记录并传达给人员和其他相关方。应当给予充分支持，使这些儿童能够接受并完成义务教育。

4. No Discrimination 禁止歧视

Ref. to ILO Conventions Nos. 100 and 111 and the UN Convention on Discrimination Against Women 参考国际劳工组织第 100 号和第 111 号公约以及联合国关于歧视妇女的公约

- 4.1. There is no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

在雇用、薪酬、获得培训、晋升、终止或退休方面不存在基于种族背景、宗教、年龄、残疾、性别、婚姻状况、性取向、工会成员或政治派别的歧视。

- 4.2. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behavior, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.

应制定措施保护工人免受性侵、威胁、侮辱或剥削行为，以及因不正当理由而受到歧视或解雇，例如 婚姻、怀孕、为人父母或艾滋病病毒状况。

5. No Harsh or Inhumane Treatment 没有苛刻或不人道的待遇

- 5.1. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation are prohibited

禁止身体虐待或惩罚，或身体虐待威胁、性骚扰或其他骚扰和口头虐待，以及其他形式的恐吓。

6. Health and Safety 健康与安全

Ref. to ILO Convention No. 155 and ILO Recommendation No. 164

参考国际劳工组织第 155 号公约和国际劳工组织第 164 号建议书

- 6.1. The working environment shall be safe and hygienic, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Hazardous chemicals and other substances shall be carefully managed. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

工作环境应安全卫生，牢记行业的普遍知识和任何特定危险。危险化学品和其他物质应小心管理。应采取充分措施，通过在合理可行的范围内尽量减少工作过程中固有的危险原因，防止因工作过程引起的、与工作过程相关的或发生的事故和对健康的伤害。

- 6.2. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new or reassigned workers.

工人应接受定期和记录在案的健康和安全培训，并且应对新工人或重新分配的工人重复此类培训。

- 6.3. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
应提供干净的厕所设施和饮用水，如果合适，应提供食品储存的卫生设施。
- 6.4. Accommodation, where provided, shall be clean, safe, and adequately ventilated, and shall have access to clean toilet facilities and potable water.
提供的住宿设施应清洁、安全且通风良好，并能使用干净的厕所设施和饮用水。
- 6.5. The company observing this Supplier Code of Conduct shall assign responsibility for health and safety to a senior management representative.
遵守本供应商行为准则的公司应将健康和安全管理责任分配给高级管理代表。

7. Wages 工资

Ref. to ILO Convention No. 131 参考国际劳工组织第 131 号公约

- 7.1. Wages and benefits paid for a standard working week shall as minimum meet national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs, including some discretionary income.
按标准工作周支付的工资和福利至少应符合国家法定标准或行业基准标准，以较高者为准。工资应始终足以满足基本需求，包括一些可自由支配的收入。
- 7.2. Prior employment, all workers shall be provided with a written, comprehensible, and understandable contract outlining their wage conditions, including the amount of taxes paid in case of if fixed taxation applies, as well as method of payments and pay period concerned each time that they are paid.
在雇佣之前，应向所有工人提供一份书面的、可理解的、易于理解的公司，概述他们的工资条件，包括在适用固定税的情况下支付的税款，以及每次相关的支付方式和支付期限。
- 7.3. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned.
未经有关工人的明确许可，不得作为纪律措施扣除工资，也不得允许扣除国家法律未规定的工资。

8. Working Hours 工作时间

Ref. to ILO Convention No. 1 and 14 参考国际劳工组织第 1 号和第 14 号公约

- 8.1. Working hours shall comply with national laws, collective agreements, benchmark industry standards, and not more than prevailing international standards. Working hours should not on a regular basis be more than 48 hours per week.
工作时间应符合国家法律、集体协议、行业基准标准，不得超过现行国际标准。每周工作时间不应超过 48 小时。
- 8.2. Workers shall be provided with at least one day off for every 7-day period.
每 7 天应为工人提供至少 1 天的休息时间。
- 8.3. Overtime shall be limited and voluntary. Recommended maximum overtime is 12 hours per week, i.e. that the total working week including overtime shall not exceed 60 hours. Exceptions to this are accepted when regulated by a collective bargaining agreement.

加班应受限制且自愿。建议的最长加班时间为每周 12 小时，即包括加班在内的总工作时间不得超过 60 小时。集体谈判协议规定的例外情况是可以接受的。

- 8.4. Workers shall always receive overtime pay for all hours worked over and above the normal working hours, minimum in accordance with relevant legislation. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

工人在正常工作时间以外的所有工作时间都应始终获得加班费，最低限度是相关法律规定的。加班应始终按加班费率进行补偿，建议不低于正常工资率的 125%。

- 8.5. Working hours may exceed 60 hours in any seven-day period only in exceptional circumstances where all the following are met:

仅在满足以下所有条件的特殊情况下，任何 7 天的工作时间可以超过 60 小时：

- this is allowed by national law; 这是国家法律允许的；
- this is allowed by a collective agreement freely negotiated with a workers' organization representing a significant portion of the workforce; 这是与代表大部分劳动力的工人组织自由谈判达成的集体协议所允许的；
- appropriate safeguards are taken to protect the workers' health and safety; 采取适当的保护措施来保护工人的健康和安全；
- and the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents, or emergencies. 并且雇主可以证明特殊情况适用，例如意外的生产高峰、事故或紧急情况。

9. Regular Employment 正规就业

- 9.1. Obligations to employees under international conventions, national law and regulations concerning regular employment shall not be avoided using short-term contracting (such as contract labour, casual labour, home working or day labour), subcontractors or other labour relationships.

不得通过短期合同（如合同工、临时工、在家工作或日工）、分包商或其他劳动关系来避免国际公约、国家法律和法规规定的有关正常就业雇员的义务。

- 9.2. All workers are entitled to a contract of employment in a language they understand. 所有工人都有权以他们理解的语言签订雇佣合同。

- 9.3. The duration and content of apprenticeship programs shall be clearly defined prior the assignment and beginning of the apprenticeship period.

学徒计划的持续时间和内容应在分配和学徒期开始之前明确规定。

10. Marginalized Populations 边缘化人群

- 10.1. Production and the use of natural resources shall not contribute to the destruction and/or degradation of the resources and income base for marginalized populations, such as in claiming large land areas, use of water or other natural resources on which these populations are dependent.

自然资源的生产和使用不应导致边缘化人口的资源 and 收入基础的破坏和/或退化，例如在要求大片土地、使用水或这些人口所依赖的其他自然资源方面。

11. Environment 环境

Ref. to UNDP Social and Environmental Standards (2014)

参考符合联合国开发计划署社会和环境标准（2014 年）

- 11.1. Measures to minimize adverse impacts on human health and the environment shall be taken throughout the value chain. This includes minimizing pollution, promoting an

efficient and sustainable use of resources, including energy and water, and minimizing greenhouse gas emissions in production and transport. The local environment at the production site shall not be exploited or degraded.

应在整个价值链中采取措施，尽量减少对人类健康和环境的不利影响。这包括最大限度地减少污染，促进能源和水等资源的有效和可持续利用，以及最大限度地减少生产和运输中的温室气体排放。不得开发或破坏生产现场的当地环境。

- 11.2. Supplier should conduct annual environmental risk assessments any place its facilities are present to exclude unaccounted risks of environmental pollution and degradation. Based on risk assessments, Board of Directors, supervisory board, or other applicable corporate body of Supplier should take measures to minimize risks where possible.

供应商应在其设施所在的任何地方进行年度环境风险评估，以排除无法计算的环境污染和退化风险。根据风险评估，供应商的董事会、监事会或其他适用的法人团体应采取措施尽可能降低风险。

- 11.3. National and international environmental legislation and regulations shall be respected, and relevant discharge permits obtained.

尊重国家和国际环境法律法规，取得相关排放许可。

- 11.4. The supplier is expected to continuously improve its environmental performance in the value chain by means of operational control and monitoring and by focus on awareness and training. Supplier shall seek continual improvement of environmental performance on the basis of sound science and technical and economic feasibility.

供应商应通过运营控制和监控以及注重意识和培训来不断改进其在价值链中的环境绩效。

供应商应在可靠的科学技术和经济可行性的基础上寻求环境绩效的持续改进。

12. Corruption 腐败

- 12.1. The highest standard of integrity is expected in all business interactions, and the supplier must comply with all applicable laws and regulations on bribery and corruption.

在所有业务互动中都应遵守最高的诚信标准，供应商必须遵守所有适用的有关贿赂和腐败的法律法规。

- 12.2. Corruption in any form is not accepted, including bribery, extortion, kickbacks and improper private or professional benefits to customers, agents, contractors, suppliers, or employees of any such party or government officials.

不接受任何形式的腐败，包括贿赂、勒索、回扣以及向客户、代理、承包商、供应商或任何此类当事人或政府官员的雇员提供不正当的私人或专业利益。

- 12.3. The supplier shall refrain from offering gifts and entertainment to Saferoad's purchasers, agents, other employees, or other persons acting on behalf of Saferoad in an attempt to influence business decisions.

供应商应避免向 Saferoad 的购买者、代理人、其他员工或代表 Saferoad 行事的其他人提供礼物和款待，以试图影响业务决策。

13. Conflict of Interests 利益冲突

- 13.1. In our suppliers' business dealings with us, we expect our suppliers to take decisions based on objective criteria only. Any factors that influence the suppliers' decisions due to private, business or other conflicts of interest must be prevented from the start. The same applies to relatives and other related parties.

在我们的供应商与我们的业务往来中，我们希望我们的供应商仅根据客观标准做出决定。任何因私人、商业或其他利益冲突而影响供应商决策的因素必须从一开始就加以预防。这同样适用于亲属和其他相关方。

- 13.2. Board members, employees and other persons acting on behalf of Supplier must behave impartially in all business dealings and not give other individuals, companies, or organizations improper advantages.

代表供应商行事的董事会成员、员工和其他人必须在所有业务往来中公正行事，不得给予其他个人、公司或组织不正当优势。

14. No Money Laundering 禁止洗钱

- 14.1. At Saferoad we expect our suppliers to comply with all applicable statute governing the prevention of money laundering, and not to participate in any money laundering activities.

在 Saferoad，我们希望我们的供应商遵守所有适用的防止洗钱的法规，并且不参与任何洗钱活动。

- 14.2. Board members, employees and other persons acting on behalf of Supplier shall only conduct business with partners involved in legitimate business activities with funds derived from legitimate sources.

代表供应商行事的董事会成员、员工和其他人员只能与参与合法商业活动且资金来自合法来源的合作伙伴开展业务。

- 14.3. Our suppliers shall take reasonable steps to prevent and detect any illegal form of payments, and prevent Saferoad's Owner, Saferoad or any of its subsidiaries from financial transactions used by others to launder money.

我们的供应商应采取合理措施防止和发现任何非法形式的付款，并防止 Saferoad 的所有者、Saferoad 或其任何子公司进行被他人用于洗钱的金融交易。

15. Compliance with National and International Sanctions 遵守国家和国际制裁

- 15.1 At Saferoad we expect our suppliers to comply with all applicable, national, and international sanctions. We expect to be immediately informed if our suppliers are subject to any national and international sanctions or breach any national or international sanctions laws.

在 Saferoad，我们希望我们的供应商遵守所有适用的国家和国际制裁。如果我们的供应商受到任何国家和国际制裁或违反任何国家或国际制裁法律，我们希望立即得到通知。

16. Third Parties 第三方

- 16.1 At Saferoad we expect our suppliers to adopt a risk-based approach by conducting integrity due diligence reviews of third parties.

在 Saferoad，我们希望我们的供应商采用基于风险的方法，对第三方进行诚信尽职调查。

Supplier Name:
供应商名称

Signature/Stamp:
签字/盖章

Date:
日期