

# TAJCO Supplier Code of Conduct 特艾科供应商行为准则

## Preamble 前言

TAJCO is committed to the highest standards of social and environmental responsibility and ethical conduct. TAJCO'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 TAJCO. TAJCO requires its suppliers to operate in accordance with the principles in this TAJCO Supplier Code of Conduct ( "Code" ) and in full compliance with all applicable laws and regulations. This Code goes beyond mere compliance with the law by drawing upon internationally recognized standards to advance social and environmental responsibility. This Code outlines TAJCO's expectations for Supplier conduct and responsible practice regarding labor and human rights, health and safety, environmental protection, ethics, and management practices.

特艾科公司致力于对社会环境责任与道德行为最高标准的承诺。特艾科的供应商必须提供安全的工作环境，对待工人以尊严和尊重，处事公正和遵守道德标准，并在任何情况下为特艾科生产产品或提供服务时均采取对环境负责的惯例。特艾科公司要求其供应商按照本特艾科供应商行为准则（“准则”）中的原则经营业务并完全符合所有适用法律和法规。本准则不仅仅是关于符合法律规定，更是通过借鉴国际公认的标准，以推动社会与环境责任。本准则概述了特艾科对供应商行为的期望值，以及有关劳动权益、人权、健康与安全、保护环境、道德相关的负责任行为及管理规范。

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

特艾科公司将评估其供应商是否有遵守本准则，任何违反本准则的行为可能损害供应商与特艾科之间的业务关系，甚至会导致终止双方业务关系。本准则适用于向特艾科提供商品/服务，或该商品/服务用于特艾科产品的特艾科供应商及其子公司、附属机构和分包商（“供应商”）。

# Labor and Human Rights

## 劳动权益和人权

TAJCO believes all workers in our supply chain deserve a fair and ethical workplace. Workers must be treated with the utmost dignity and respect, and suppliers shall uphold the highest standards of human rights. 特艾科认为供应链上的所有工人均应在公正、合乎道德标准的工作场所工作。供应商必须给予工人最高的尊严和尊重，并维护最高的人权标准。

## Antidiscrimination

### 反歧视

Supplier shall not discriminate against any worker based on age, disability, ethnicity, gender, marital status, national origin political affiliation, race, religion, sexual orientation, or union membership, in hiring and other employment practices. Supplier shall not require pregnancy or medical tests, except where required by applicable laws or regulations or prudent for workplace safety, and shall not improperly discriminate based on test results.

在招聘和进行其他雇佣行为时，供应商不得因年龄、残疾、民族、性别、婚姻状况、国籍、政治面貌、种族、宗教、性取向或加入工会而歧视工人。供应商不得要求验孕或体检，除非适用法律法规要求或出于工作场所安全审慎考虑的情况，且不得因检查结果歧视工人。

## Anti-Harassment and Abuse

### 反骚扰和虐待

Supplier shall commit to a workplace free of harassment and abuse. Supplier shall not threaten workers with, or subject them to, harsh or inhumane treatment, including but not limited to verbal abuse and harassment, psychological harassment, mental and physical coercion, and sexual harassment.

供应商应致力于维护一个无骚扰和虐待的工作环境。供应商不得威胁工人或使其受到严酷或不人道的对待，包括但不限于口头虐待和骚扰、心理骚扰、精神和身体压迫及性骚扰。

## Prevention of Involuntary Labor and Human Trafficking

### 预防非自愿劳动和贩卖人口

Supplier shall ensure that all work is voluntary. Supplier shall not traffic persons or use any form of slave, forced, bonded, indentured, or prison labor. Involuntary labor includes the transportation, harboring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation.

供应商必须确保所有的工作都是自愿的。供应商不得贩卖人口或聘用任何形式的奴隶、受强迫、抵债、契约或监狱劳工。非自愿劳动包括通过威胁、强迫、强制、诱拐、或向控制他人的任何人支付薪酬的方式运输、藏匿、招聘、转岗、接收或雇佣人员，以达到剥削之目的。

Supplier shall not withhold workers' original government-issued identification and travel documents. Supplier shall ensure that workers' contracts clearly convey the conditions of employment in a language understood by the workers. Supplier shall not impose unreasonable restrictions on movement within the workplace or upon entering or exiting company-provided facilities.

供应商不得扣押工人的政府颁发的身份证件和旅行证件原件。供应商必须确保与工人签订的合同以该工人可以理解的语言清楚表达雇佣条件。供应商不得在工作场所、出入公司提供的场所设施中强制实行不合理的行动限制。

Supplier shall ensure that the third-party recruitment agencies it uses are compliant with the provisions of this Code and the law. Suppliers recruiting foreign contract workers either directly or through third party, agencies shall be responsible for payment of all fees and expenses in excess of one month of the worker's anticipated net wages.

供应商必须确保第三方招聘机构遵守本准则和法律规定。供应商直接或通过第三方机构招聘外国合同工人的，供应商必须负责支付超过工人的预计一个月净工资部分的所有费用和开支。

## Prevention of Underage Labor

### 防止雇佣未适龄劳工

Supplier shall employ only workers who are at least 15 years of age or the applicable minimum legal age, whichever is higher. Supplier may provide legitimate workplace apprenticeship programs for educational

benefit that are consistent with Article 6 of ILO Minimum Age Convention No. 138 or light work consistent with Article 7 of ILO Minimum Age Convention No. 138.

供应商应当只雇佣15岁以上或适用最低法定年龄的工人，以较大者为准。供应商可以提供合法工作场所学徒计划作为教育福利，其符合国际劳工组织（ILO）最低年龄公约第138号第6条或者符合该第138号公约第7条中规定的低强度工作。

## Juvenile Worker Protections

### 保护青少年工

Supplier may employ juveniles who are older than the applicable legal minimum age but are younger than 18 years of age, provided they do not perform work that might jeopardize their health, safety, or morals, consistent with ILO Minimum Age Convention No. 138. Supplier shall not require juvenile workers to work overtime or perform night work.

供应商可雇佣年龄超过适用的法定最低年龄,但仍不满18岁周岁的青少年，前提条件是，不安排这类青少年劳工从事可能危害其健康、安全或道德的工作，这项规定符合国际劳工组织（ILO）最低年龄公约第138号规定。供应商不得要求青少年工人加班或从事夜间工作。

## Student Worker Protections

### 保护学生工人

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 law and regulations. Supplier shall provide appropriate support and training to all student workers.

供应商应通过对学生记录进行适当维护、对教育合作伙伴展开严格的尽职调查以确保合理管理学生工人，并按照适用的法律法规的要求保护学生权利。供应商应对所有学生工人提供适当的支持和培训。

## Working Hours

### 工作时间

A workweek shall be restricted to 60 hours, including overtime, and workers shall take at least one day off every seven days except in emergencies or unusual situations. Supplier shall follow all applicable laws and regulations with respect to working hours and days of rest, and all overtime must be voluntary.

工作时间应当限制为每周60小时，包括加班时间，工人必须每工作7天至少休息1天，紧急或特殊情况除外。供应商应当遵守工作时间和休息相关的所有适用法律和法规，所有加班必须是自愿的。

## Wages and Benefits

### 工资和福利

Supplier shall ensure that all workers receive at least the legally mandated minimum wages and benefits.

Supplier shall offer vacation time, leave periods, and time off for legally recognized holidays.

供应商应确保所有工人发放的工资不得低于法定最低工资，并提供所有的法定福利。供应商必须提供假期、休假以及法定的节假日。

Supplier shall compensate workers for overtime hours at the legal premium rate. Supplier shall communicate pay structure and pay periods to all workers. Supplier shall pay accurate wages in a timely manner, and wage deductions shall not be used as a disciplinary measure.

供应商应根据法律规定的费率来支付工人的加班报酬。供应商应告知所有工人薪酬结构和支付周期。供应商应及时准确的支付工资，不得将克扣工资作为纪律惩处的手段。

## Freedom of Association and Collective Bargaining

### 结社自由和劳资谈判

As legally permitted, Supplier shall freely allow workers to associate with others, form, and join (or refrain from joining) organizations of their choice, and bargain collectively, without interference, discrimination, retaliation, or harassment. In the absence of formal representation, Supplier shall ensure that workers have a mechanism to report grievances and that facilitates open communication between management and workers.

在法律允许范围内，供应商应当允许工人自由与他人结交、组建和加入(或拒绝加入)各类员工组织，进行集体协商的权利，供应商不应进行干扰、歧视、报复或骚扰。如没有任何正式的员工组织或协会，供应商应有一个员工投诉机制，以

促进管理人员与工人之间开放的沟通交流。

## Health and Safety 健康与安全

Worker health, safety, and well-being is important to TAJCO. Supplier shall provide and maintain a safe work environment and integrate sound health and safety management practices into its business. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions.

工人的健康、安全和幸福对特艾科很重要。供应商应提供并维护一个安全的工作环境，将完善的健康与安全管理实践融入其业务中。工人应有权拒绝不安全的作业并报告对健康有害的工作环境。

## Occupational Health, Safety, and Hazard Prevention 职业健康、安全和危害预防

Supplier shall identify, evaluate, and manage occupational health and safety hazards through a prioritized process of hazard elimination, engineering controls, and/or administrative controls. Supplier shall provide workers with job-related, appropriately maintained personal protective equipment and instruction on its proper use.

供应商应通过消除危害、工程控制和/或行政管理控制的优先顺序，来识别、评估并管理职业健康和安全隐患。供应商应当为工人提供与工作相关且适当维护的个人防护装备，并提供正确使用装备的指导。

## Emergency Prevention, Preparedness, and Response 紧急情况预防、准备和响应

Supplier shall identify and assess potential emergencies. For each situation, Supplier shall develop and implement emergency plans and response procedures that minimize harm to life, environment, and property. 供应商应当识别和评估潜在的紧急情况。对于每一种情况下，供应商都应制定并实施应急预案和响应程序，最大限度地降低对生命、环境和财产造成的损害。

## Incident Management 事故管理

Supplier shall have a system for workers to report health and safety incidents and near-misses, as well as a system to investigate, track, and manage such reports. Supplier shall implement corrective action plans to mitigate risks, provide necessary medical treatment, and facilitate workers' return to work.

供应商应设立制度供工人举报健康与安全事故及未遂事件，并调查、跟踪和管理此类报告。供应商必须实施改善行动计划降低风险，提供必要的治疗措施，使工人顺利重返工作岗位。

## Ergonomics 人体工程学

Supplier shall identify, evaluate, and control worker exposure to tasks that pose ergonomic risk such as excessive force, improper lifting positions, or repetitiveness. Supplier shall integrate this process into the qualification of all new or modified production lines, equipment, tools, and workstations.

供应商应识别、评估和控制工人接触构成人体工程学风险的任务，如用力过大、提起重物姿势不正确或重复性动作。供应商应将这个过程应用到所有新建或改建的生产线、设备、工具和工作台鉴定当中。

## Working and Living Conditions 工作和生活条件

Supplier shall provide workers with reasonably accessible and clean toilet facilities and potable water. Supplier-provided dining, food preparation, and storage facilities shall be sanitary. Worker dormitories provided by Supplier or a third-party shall be clean and safe and provide reasonable living space.

供应商应当为员工提供出入方便和洁净的厕所设施和饮用水。供应商提供的餐饮、食物准备和储存设施必须干净卫生。供应商或第三方提供的员工宿舍必须卫生、安全，拥有合理的生活空间。

## Health and Safety Communication 健康与安全信息沟通

Supplier shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.  
供应商必须以员工的母语向其提供适当的工作场所健康与安全培训。健康与安全相关信息必须清楚张贴在工厂内。

## Worker Health and Safety Committees 工人健康与安全委员会

Supplier is encouraged to initiate and support worker health and safety committees to enhance ongoing health and safety education and to encourage worker input on, and participation in, health and safety issues in the workplace.  
鼓励供应商成立和支持工人健康与安全委员会，促进持续性健康与安全教育并鼓励工人提出建议、参与工作场所的健康与安全事务。

## Environment 环境

TAJCO is committed to protecting the environment, and environmental responsibility is at the core of how we operate. Supplier shall develop, implement, and maintain environmentally responsible business practices.  
特艾科公司致力于保护环境，遵守对环境责任的承诺是我们经营的核心。供应商应制定、实施和维护对环境负责的商业行为。

## Hazardous Substance Management and Restriction 有害物质管理和限制

Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle hazardous substances.  
供应商应实施系统化的方法来识别、管理、减少以及负责任地处理或回收有害物质。

## Non-Hazardous Waste Management 无害废物管理

Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle nonhazardous waste.  
供应商应实施系统化的方法来识别、管理、减少和负责任地处理或循环利用无害废物。

## Wastewater Management 废水管理

Supplier shall implement a systematic approach to identify, control, and reduce wastewater produced by its operations. Supplier shall conduct routine monitoring of the performance of its wastewater treatment systems.  
供应商应实施系统的方法以识别、控制并减少运营产生的废水。供应商应对其废水处理系统的性能进行常规监控。

## Stormwater Management 雨水管理

Supplier shall implement a systematic approach to prevent contamination of stormwater runoff. Supplier shall prevent illegal discharges and spills from entering storm drains.  
供应商应实施系统的方法，防止雨水径流污染。供应商应防止非法排放物和溢出物进入雨水管。

## Air Emissions Management

### 气体排放管理

Supplier shall identify, manage, reduce, and responsibly control air emissions emanating from its operations that pose a hazard to the environment. Supplier shall conduct routine monitoring of the performance of its air emission control systems.

供应商应识别、管理、减少和负责任地控制经营活动中产生的、对环境有害的气体排放。供应商应对其气体排放控制系统的性能进行常规监控。

## Boundary Noise

### 边界噪声

Supplier shall identify, control, monitor, and reduce noise generated by the facility that affects boundary noise levels.

供应商应识别、控制、监测并降低由工厂产生，并影响边界噪声级别的噪声。

## Environmental Permits and Reporting

### 环境许可和报告

Supplier shall obtain, keep current, and comply with all required environmental permits.

供应商必须获取、更新和遵守所有必要的环境许可。

Supplier shall comply with the reporting requirements of applicable permits and regulations.

供应商必须遵守适用的许可和规定的报告要求。

## Pollution Prevention and Resource Reduction

### 防止污染和减少资源消耗

Supplier shall reduce energy, water, and natural resource consumption by implementing conservation and substitution measures. Supplier shall minimize hazardous substances consumption by implementing reduction and substitution measures.

供应商应实施保护和替代措施，降低能源、水和自然资源的消耗。供应商应实施减量和替代措施，最大限度地降低有害物质的消耗。

## Ethics

### 道德规范

TAJCO expects the highest standards of ethical conduct in all of our endeavors. Supplier shall always be ethical in every aspect of its business, including relationships, practices, sourcing, and operations.

特艾科公司希望竭尽全力达到最高标准的道德行为。供应商在运营中，包括处理各类关系、实践、采购和运营等方面，应始终保持诚信可靠。

## Business Integrity

### 商业诚信

Supplier is obliged to desist from all illegal practices such as fraud or embezzlement, insolvency crimes, crimes in violation of competition, guaranteeing advantages, bribery, acceptance of bribes or other corruption crimes on the part of persons employed by TAJCO or other third parties.

供应商有义务不从事任何欺诈、资金挪用、破产犯罪、违反竞争法、授予非正当利益、贿赂或接受贿赂等违法犯罪的行为，抵制其他由特艾科的雇佣人员或第三方进行的腐败行为。

Supplier undertakes and covenants that its employees will not engage in any of the following activities, which might influence the fairness of transaction and fair competition:

供应商及其雇佣人员不得从事以下有可能影响公平交易、正当竞争的活动：

(1) To offer, promise or provide the employees of TAJCO and/or his/her relatives, with remuneration, kickback or cash or valuable goods in any other forms including securities, shares, gifts, purchasing cards, sports cards, etc.

向特艾科雇佣人员及/或其亲属提供、承诺或给予其“酬金”、“回扣”或其他各种形式的现金或有价物品、包括有价

证券、股份、礼物、购物卡、健身卡等；

(2) To invite the employees of TAJCO and/or his/her relatives to any Karaoke, night club, bowling or other public places of entertainment.

邀请特艾科雇佣人员及/或其亲属至任何歌舞厅、夜总会、保龄球馆或其他公共娱乐场所进行消费；

(3) To arrange tourism or vacations for the employees of TAJCO and/or his/her relatives for free or at a low price.

免费或低价安排特艾科雇佣人员及/或其亲属旅游、度假；

(4) To provide tangible and intangible benefit to employees of TAJCO and/or his/her relatives.

向特艾科雇佣人员及/或其亲属提供其他有形或无形的利益。

In the event Supplier or its employees engage in such activities in breach of representations in this section, TAJCO has the right to request Supplier to investigate the involved employees who have violated this section and to take necessary disciplinary action based on the investigation. If Supplier refuses to cooperate, TAJCO shall be entitled to immediately withdraw from or terminate the relevant legal transaction existing with Supplier and the right to cancel all negotiations with Supplier without any condition. Supplier shall also indemnify TAJCO for all its losses caused by the above breaches of Supplier (including but not limited to attorney fee). TAJCO may also permanently remove Supplier from consideration as a potential business partner to TAJCO.

特艾科一旦发现供应商或其雇佣人员违反了本条之陈述，特艾科有权要求供应商对其涉嫌违反相关约定的员工进行事实调查并基于调查结果作出相应的内部处理决定；如供应商拒绝上述合作，特艾科应当有权立即退出或终止与供应商的进行的交易协商谈判，如果已经签署了相应的合同，则特艾科有权无条件解除与供应商签订的该等合同。供应商同时还应当赔偿特艾科由于供应商违反以上约定而给特艾科造成的全部损失（包括但不限于合理的律师费用）。特艾科亦可永久性取消供应商作为特艾科的潜在商业伙伴的资格。

In case any employee of TAJCO and/or his/her relatives asks for any cash or other benefits defined in this section, Supplier or its employees shall immediately report it to the TAJCO Whistle Blower System by sending an email to Tajco\_Ningbo\_WB@junhe.com. TAJCO will keep confidential of the information reported by Supplier and investigate the case. For the Supplier who reports the truth and strictly follow this section about Business Integrity, on equal terms, TAJCO will give priority when choosing business partner for future projects.

特艾科雇佣人员及/或其亲属有索要本条所述财物、其他利益等行为时，供应商或其雇佣人员应第一时间发送电子邮件至特艾科举报邮箱Tajco\_Ningbo\_WB@junhe.com向特艾科外部律师举报。特艾科对供应商举报的信息承担保密义务并积极进行调查。对举报属实和严格遵守商业诚信条款的供应商，在同等条件下优先给予承接特艾科项目的机会。

## Disclosure of Information 信息公开

Supplier shall accurately record information regarding its business activities, labor, health and safety, and environmental practices and shall disclose such information, without falsification or misrepresentation, to all appropriate parties.

供应商必须准确记录其业务活动、劳工、健康与安全 and 环境实践相关的信息，并向所有相关方公开这些信息，不得伪造或弄虚作假。

## Protection of Intellectual Property 保护知识产权

Supplier shall respect intellectual property rights and safeguard customer information. Supplier shall manage technology and know-how in a manner that protects intellectual property rights.

供应商必须尊重知识产权并保护客户信息的安全。供应商应从保护知识产权的角度出发，管理技术和专业知识。

## Whistleblower Protection and Anonymous Complaints 举报者保护和匿名投诉

Supplier shall provide an anonymous complaint mechanism for managers and workers to report workplace grievances. Supplier shall protect whistleblower confidentiality and prohibit retaliation.

供应商必须建立一个匿名投诉机制，供管理人员和工人报告工作场所中的不满。供应商必须对举报者和举报信息保密，禁止报复行为。

## Community Engagement 参与社区活动

Supplier is encouraged to help foster social and economic development and contribute to the sustainability of the communities in which it operates.

鼓励供应商参与促进社会和经济的发展，对经营地社区的可持续性发展作出贡献。

## Management Commitment 管理层承诺

TAJCO believes that sound management systems and commitment are key to enriching the social and environmental wellbeing of our supply chain. TAJCO holds our suppliers accountable to this Code and all of its standards. Supplier shall implement or maintain, as applicable, a management system that facilitates compliance with this Code and the law, identifies and mitigates related operational risks, and facilitates continuous improvement.

特艾科公司认为健全的管理系统和承诺是促进公司供应链的社会和环境安定的关键。我们的供应商必须遵守本准则及其所有标准，对特艾科公司负责。供应商应适时实施或维护管理系统，有利于遵守本准则及法律规定，识别并降低相关的经营风险，以促进持续改进。

## Company Statement 公司声明

Supplier shall develop a company statement affirming its commitment to high standards of social and environmental responsibility, ethical conduct, and continuous improvement.

供应商应编制公司声明，证明其高标准履行社会和环境职责、道德操守和持续改进的承诺。

Supplier shall post this statement in the primary local language at all of its facilities.

供应商应以当地法定语言编写该声明，并张贴在所有工厂内。

## Management Accountability and Responsibility 管理责任和义务

Supplier shall identify company representatives responsible for ensuring implementation and periodic review of its management systems. Supplier shall have a Corporate Social Responsibility (CSR) or Sustainability representative that reports directly to executive management and has the responsibility and authority to manage social and environmental compliance requirements for the business.

供应商应拥有公司代表，负责确保实施和定期审核管理系统。供应商应拥有公司社会责任(CSR)或可持续性代表，直接向行政管理层报告，承担并拥有管理企业的社会和环境合规要求的责任及权力。

## Risk Assessment and Management 风险评估和管理

Supplier shall develop and maintain a process to identify labor and human rights, health and safety, environmental, business ethics, and legal compliance risks associated with its operations; determine the relative significance of each risk; and implement appropriate procedures and controls to control the identified risks.

供应商应建立并维护识别业务相关的劳动权益和人权、健康与安全、环境、商业诚信及法律合规风险的流程；了解各种风险的相对重要性；并执行适当的程序和控制措施来控制已识别的风险。

## Performance Objectives with Implementation Plans and Measures 制定了实施计划和措施的绩效目标

Supplier shall have written standards, performance objectives, targets, and implementation plans, including periodic assessments of the performance against those objectives.

供应商应当有书面标准、绩效目标、指标和实施计划，包括定期评估是否达到这些目标。

## Audits and Assessments

### 审计和评估

Supplier shall perform periodic evaluations of its facilities and operations, and the facilities and operations of its subcontractors and next tier suppliers to ensure compliance with this Code and the law.  
供应商应定期评估自身及其分包商和下级供应商的设施和运营，以确保遵守本准则和法律规定。

## Documentation and Records

### 文件和记录

Supplier shall have processes to identify, understand, and implement applicable laws and regulations and requirements of this Code. Suppliers shall maintain documents and records to ensure regulatory compliance.  
供应商必须有识别、理解和执行适用的法律法规及本准则要求的流程。供应商必须保留文件和记录，以确保遵守规章制度。

## Training and Communication

### 培训和沟通

Supplier shall develop and maintain management and worker training programs to facilitate proper implementation of its policies and procedures and to fulfill Supplier's continuous improvement objectives.  
供应商应开发和维护管理层与工人培训课程，以便正确执行其政策和程序，并达到供应商的持续改进的目标。

Supplier shall have a process for communicating clear and accurate information about its performance, practices, policies, and expectations to its workers, next-tier supplier(s), and customers.  
供应商应有一个向工人、下级供应商和客户清晰、准确传达其绩效、实践、政策和期望等相关信息的流程。

Supplier shall have an ongoing process to obtain feedback on its practices related to this Code and to foster continuous improvement.  
供应商应有一个持续改进的流程，以便获取与本准则相关实践的反馈，促进持续改进。

## Corrective Action Process

### 纠正措施流程

Supplier shall have a process for timely correction of any deficiencies or violations identified by an internal or external audit, assessment, inspection, investigation, or review.  
对于通过内部和外部审核、评估、检查、调查或评审等发现的不足或违规行为，供应商应拥有及时开展纠正措施的流程。

## Women's Rights

### 妇女权利

Suppliers shall not terminate a female employee due to pregnancy, force use of contraception or abortion, or require a pregnancy test as a basis for employment.  
供应商不得以女员工怀孕为由而终止其合同，不得强制要求避孕、堕胎或者要求怀孕检查作为雇用基础。

Suppliers shall not expose female workers to health and safety risks that endanger reproductive health or require pregnant workers to perform unreasonably dangerous tasks.  
供应商不得让女员工暴露在对其生育健康有危害或有风险的工作环境，或者要求怀孕员工执行有不合理危险的任务。

## Diversity, Inclusion, and Non-discrimination

### 多样化、包容性及非歧视

Suppliers must undertake to treat all their employees fairly and to ensure that there is no discrimination based on race, sex, age, language, religion, disability, sexual orientation, opinions, origin, economic position, birth, trade union membership or any other personal/social condition or circumstance. Suppliers shall promote diversity and equal opportunities by means of measures that foster a work-life balance and the integration of collectives at risk of exclusion, guaranteeing the same opportunities for all their employees.  
供应商必须承诺公平对待全体员工，确保没有任何因种族、性别、年龄、语言、宗教、残疾、性取向、观念、血统、经济地位、出生、是否工会成员或其它个人/社会条件或状况而遭受任何歧视。供应商应当通过各种措施（培养工作-生活

平衡) 促进多样化及平等机会, 确保对所有员工相同的机会。

## Financial Responsibility Policy 财务责任政策

The Supplier is expected to create accurate records, and not alter any record entry to conceal or misrepresent the underlying transaction represented by it. All records, regardless of format, made or received as evidence of a business transaction must fully and accurately represent the transaction or event being documented.

Records should be retained based on the applicable retention requirements.

期望供应商创立正确的记录, 且 not 通过改变任何记录的方式得以隐瞒或歪曲而获取潜在的交易, 无论以何种形式, 制作或获取作为商业交易的证据必须完全正确地代表该交易或所记录的事件。记录应当按可行的保存要求进行存档。

## Counterfeit Parts 伪造部件

The supplier develops, implements, and maintains methods and processes appropriate to its products and services to minimize the risk of introducing counterfeit parts and materials into products.

供应商以适合其产品及服务的方式去开发、执行及维护理念及流程, 以减少在其产品中存有伪造的部件或材料的风险。

## Export Control and Economic Sanctions 出口管制及经济制裁

Suppliers should ensure they conduct their business in compliance with all lawful international sanction regimes. As such, suppliers must:

供应商应当确保其生意遵守所有合法的国际制裁体系, 例如, 供应商须:

- Fully comply with all lawful sanction' s regimes affecting their business.  
完全遵守所有影响其生意的合法制裁体系;
- Implement effective internal controls to minimize the risk of any non-compliance with relevant sanction regimes, including training and support for their employees and contract workers.  
执行有效的内控以最大限度地减少任何违反相关制裁体系的风险, 包括培训、支持其员工及合同工。

## Intellectual Property and Business Secrets 知识产权及商业秘密

TAJCO Group expects its suppliers to respect and uphold intellectual property rights and business secrets. If necessary, the transfer of technology and know-how is to be conducted in a manner that protects intellectual property rights and business secrets.

特艾科集团期望供应商能尊重并支持知识产权和商业秘密。如果必要, 在技术及专有技术转移方面应以保护知识产权及商业秘密的方式进行。

## Data Protection, Information Security, and Disclosure of Information 数据保护、信息安全以及作息披露

The supplier shall adhere to applicable data protection laws, including security of personal data, as well as to respective regulation, regarding personal data of customers, consumers, employees, and shareholders. The supplier shall comply with all said requirements when personal data is collected, recorded, hosted, processed, transmitted, used, or erased.

供应商应遵守适当的数据保护法律, 包括个人(客户、消费者、员工及股东等)信息安全及相关的法规。当收集(记录、储藏、处理、传播、使用或删除)个人信息时, 供应商应遵守所有相关要求。

The information security requirements applicable to suppliers with regards to any data entrusted to their control during and after their engagement with TAJCO Group are based on international standards, such as the Code of Practice for Information Security Management. Suppliers should take account of the need to protect the confidentiality, integrity, and availability of information. At all times the required level of information security and control to be ensured by suppliers must be commensurate with the sensitivity, value and criticality of the information being processed throughout the lifecycle of the information.

在与特艾科集团合作期间及之后, 基于对供应商的信任而交由其管理控制的任何信息, 供应商对信息安全的要求应按国

际标准，例如，信息安全管理行为规范。供应商应考虑需要保护信息的机密性、完整性及可用性。在任何时候，在该信息  
的生命周期内，供应商对信息安全及控制所需的等级应确保与信息的敏感性、价值、危急程度相适应。

The supplier shall safeguard and make only appropriate use of confidential information. The supplier shall  
comply with any contractual requirements on data protection and information security and shall not disclose  
any information that is not known to the public.  
供应商应保护机密信息，且使用该机密信息时应适当合理。供应商应遵守任何对信息保护及安全方面的合同约定，且不  
应披露尚未对公众公开的任何信息。

Compliance with Tier 1 Supplier  
遵守1级供应

Any supplier is obliged:  
任何供应商有义务：

- to transfer the above-mentioned compliance obligations in a reasonable manner also to its personnel  
and its tier 1 supplier with whom the supplier collaborates regarding deliveries or services to TAJCO Group;  
and  
将上述遵守义务以合理方式向其个人及与其合作向特区科集团交付货物及服务的1级供应转移，及
- to monitor such tier 1 compliance therewith in regular intervals in a transparent way.  
定时地以透明的方式监督该1级供应商遵守上述义务。

In case of a reasonable suspicion of a breach of the requirements set out above by any tier 1 supplier in  
connection with the business relationship between the supplier and TAJCO Group, the supplier shall:  
如果在供应商与特艾科集团间商业关系有关联的任何1级供应商，被合理地怀疑有违反上述要求的，供应商应当：

- a. report such suspicion to TAJCO Group without undue delay.  
及时向特艾科集团报告该怀疑。
- b. assist TAJCO Group in clarifying the respective facts in a reasonable scope – in particular, but not  
limited to, by conducting audits and/ or providing any reasonable requested documents; and  
协助特艾科集团在合理范围内澄清相关事实-----尤其是但不限于：通过审计/提供任何合理要求的文件；且
- c. cooperates with TAJCO Group regarding possible consequences in the event of an alleged breach  
by a tier 1 supplier, regarding the termination of the contract between the supplier and the respective tier 1  
supplier.  
万一因某1级供应商违反约定，对有关可能的后果与特艾科集团合作，供应商应考虑终止与相关的1级供应商的合同。

This is to confirm that we (supplier) accept the code of conduct described above.  
这是为了确认我们（供应商）接受上述的行为准则。

Company Name 公司名称	
Signature 签名	
Date(DD/MM/YYYY) 日期（日/月/年）	/ /
Stamp & Signature 公章印 & 签名	



# TAJCO Supplier Code of Conduct 特艾科供应商行为准则