

GEM Supplier Code of Conduct 《GEM 供应商行为准则》

GEM has a company vision, “eliminating pollution and recycling resources” to develop world’s advanced recycling technology. Making resources recycling create economic value, to realize the harmony and unity of social responsibility, economic value and environmental value”. GEM is committed to ensuring that working conditions in GEM’s supply chain are safe, that workers are treated with dignity and respect, manufacturing processes are environmentally responsible, and all business operations are conducted ethically. GEM’s supplier (“Supplier”) commit, in all of their activities, to operate in full compliance with the laws, rules and regulations of the countries in which they operates.

格林美的愿景是“消除污染 再造资源，开发世界领先的循环技术，由循环而经济，实现社会责任、经济价值与环境价值的和谐统一”，GEM 承诺确保在我们的供应链中提供安全的工作环境，给与员工尊严和尊重，采用对环境负责的制造流程，并在经营中遵守商业道德规范。GEM 的供应商（以下简称“供应商”）在其所有的经营活动中，都有义务完全遵守其所在国家/地区的法律法规来经营。

GEM requires that Supplier implement this code using the management systems described below. GEM may visit (and/or have

external monitors visit) supplier facilities, with or without notice, to assess compliance with this Code. Violations of this Code may result in immediate termination as a GEM Supplier and in legal action.

GEM 要求供应商通过使用下面介绍的管理系统来执行此准则。GEM 可能会在预先通知或不通知的情况下前往(和/或委派第三方监察人员前往)查看供应商,以评估供应商是否遵守了法律法规及本准则。违反本准则,可能会导致 GEM 立即停止与供应商的合作关系,并采取法律行动。

Recognized standards such as Electronic Industry Code of Conduct (EICC), Social Accountability 8000 International standard (SA8000), The Universal Declaration Of Human Rights, Foreign Corrupt Practices Act (FCPA), ISO 14001 as well as International Labor Organization's (ILO) standards were used as references in preparing this Code and may be useful sources for Supplier.

《GEM 供应商行为准则》效仿了《电子行业公民联盟行为守则(EICC)》,并参考了《社会责任标准(SA8000)》、《世界人权宣言》、《海外反腐败法(FCPA)》、《ISO 14001》以及国际劳动组织(ILO)颁布的一系列标准,这些标准也可作为供应商信息的来源。

Together we can advance social and environmental responsibility throughout our worldwide supply chain.

请与我们一起，共同推进全球供应链的社会及环境责任。

A. Labor 劳工

Suppliers are committed to uphold the human rights of workers, 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.

供应商承诺按照国际社会公认准则维护员工人权，并给予其尊严和尊重。此处的工人包括临时工、移民、学徒、合同工、直接雇员和任何其他类型的员工。

劳工标准如下 The labor standards are :

1) 自由择业 Freely Chosen Employment

Forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking of persons shall not be used. 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. As part of the hiring process, workers must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment prior to the worker departing from his or her country of

origin. All work must be voluntary and workers shall be free to leave work at any time or terminate their employment. Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to employees' identity or immigration documents, such as government-issued identification, passports or work permits, unless the holding of work permits is required by law. Workers shall not be required to pay employers or agents recruitment fees or other aggregate fees in excess of one month's salary. All fees charged to workers must be disclosed and fees in excess of one month's salary must be returned to the worker.

不得雇佣被强迫、抵押（包括债役）或用契约束缚的劳工、非自愿的狱中劳工、奴隶或贩卖人口。包括不得通过威胁、强迫、强制、诱拐或欺骗方式运送、窝藏、招聘、转移或接收此类劳工或服务。除了禁止对进出办公场所进行不合理限制以外，还不得对员工在工作场所中的行动自由设置不合理限制。作为招聘流程的一部分，在员工离开其所在国家/地区之前，必须为其提供以其母语书写的书面雇佣协议，其中应包含对雇佣条款与条件的说明。所有工作必须是自愿的，且员工应有自由随时离开工作岗位或终止雇佣。雇主及代理不得保留或以其他方式损毁、隐匿、没收或拒绝员工查看本人的身份或移民文件，例如政府颁发的身份证明、护照或工作许可，除非依据法律要求必须保留工作许可。不得要求员工向雇主或代理支付金额超过一个月工资作为招聘费或其他费用。必须披露向员工收取的任何费用，且金额超过一个月工资的费用必须返还给员工。

2) 青年员工 Young Workers

Child labor is not to 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. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. 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 law and regulations. 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.

在制造的任何阶段均不得使用童工。“儿童”指未满 15 岁、低于完成义务教育的年龄或低于国家/地区的最低就业年龄（以最高者为准）的任何人。支持采用遵守所有法律法规的合法工作场所学徒计划。年龄低于 18 岁的员工（青年员工）不得从事可能危及健康或安全的工作，包括夜班和加班。供应商应合理维护学生工记录、对导师搭档

进行严格的尽职调查，并按照适用法律和法规保护学生工权利，从而确保对学生工进行恰当的管理。供应商应为所有学生工提供适当的支持和培训。如无当地法律规定，学生工、实习生和学徒的工资率至少应与其他执行相同或相似岗位的初级员工相等。

3) 工作时间 Working Hours

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 not be more than 60 hours per week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off every seven days.

商业实践研究表明，员工过劳与生产率下降、人员流动性增强、伤病人数增加等情况明显相关。周工时不得超过当地法律规定的最大限度。而且，除非遇到紧急或异常情况，一周的工作时间包括加班在内不得超过 60 个小时。员工每七天至少休息一天。

4) 薪资福利 Wages and Benefits

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, 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 will be within the limits of the local law.

向员工支付的报酬应符合所有适用的薪资法律，包括有关最低薪资、加班时间及法定福利的法律。根据当地法律，员工的加班报酬应高于正常的每小时工资水平。禁止以扣减工资作为纪律处分手段。在每个工资结算周期，应及时向员工提供清晰易懂的工资单，有足够的信息来确认付出的劳动所应得的准确报酬。应按照当地法律的限制规定聘用临时工、派遣员工和外包劳工。

5) 人道待遇 Humane Treatment

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 workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

不得对员工实施性骚扰、性虐待、体罚、精神或肉体胁迫或言语侮辱等严苛的非人道待遇；亦不得威胁实施此类行为。支持这些要求的纪律处分政策和程序应清楚地界定并传达给员工。

6) 非歧视 **Non-Discrimination**

Suppliers should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, gender identity and 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. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

供应商应承诺员工免受骚扰以及非法歧视。公司不得因人种、肤色、年龄、性别、性取向、性别认同和性别表现、种族或民族、残疾、怀孕、宗教信仰、政治派别、社团成员身份、受保护的退伍军人身份、受保护的基因信息或婚姻状况在发放工资、升迁、奖励、培训机会等聘用或雇佣行为中歧视员工。应向员工提供合理的宗教活动安排。此外，不得要求员工或准员工接受可能带有歧视性目的的医疗测试或体检。

7) 自由结社 **Freedom of Association**

In conformance with local law, participants 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. 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.

按照当地法律的要求，供应商应尊重所有员工自由结社及加入工会、集体谈判和参与和平集会的权利，并尊重员工不参加此类活动的权利。员工和/或其代表应能与管理层公开沟通和分享有关工作环境和管理的建议与意见，而无需担心歧视、报复、威胁或骚扰。

B . Health and Safety 健康与安全

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 is essential to identifying and solving health and safety issues in the workplace.

供应商应了解，除了尽量减少与工作相关的伤病事故以外，建立安全健康的工作环境可提高产品和服务质量，有利于促进生产、提高员工保留率并提升员工士气。供应商还应了解持续的员工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。

健康与安全标准 如下 The health and safety standards are :

1) 职业安全 Occupational Safety

Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicles, and fall hazards) are to be controlled 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 and educational materials about risks to them associated with these hazards. Workers shall be encouraged to raise safety concerns.

应通过正确的设计、工程和管理控制、预防性维护和安全工作流程（包括上锁/挂牌）以及持续的安全培训来控制员工可能遇到的潜在安全危险（如电器和其他能源、火、车辆及坠落危险）。如果无法通过上述方式有效控制危险，应为员工提供适当的、保养良好的个人防护装备和有关上述危险可能导致风险的教育资料。应鼓励员工提出安全疑虑。

2) 应急准备 Emergency Preparedness

Potential 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, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment and property.

应识别并评估紧急情形和紧急事件，并通过实施应急方案及应对程序将其影响降到最低，包括：紧急报告、员工通知和撤离程序、员工训练与演习、适当的火灾侦测及扑灭设备、充足的出口设施和复原计划。此类计划和程序应尽可能减少对人身、环境和财产的危害。

3) 工伤和疾病 Occupational Injury and Illness

Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness 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 return of workers to work.

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影响；帮助员工重返工作。

4) 工业卫生 Industrial Hygiene

Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. Engineering or administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, worker health is to be protected by appropriate personal protective equipment programs.

应鉴别、评估并控制由化学、生物及物理试剂给员工带来的影响。必须采取工程技术或管理手段来控制危险源过度暴露。无法通过这些方法有效控制危险源时，须通过适当的个人防护装备方案保护员工健康。

5) 强体力型工作 Physically Demanding Work

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.

应鉴别、评估并控制从事强体力型工作给员工带来的影响，包括人工搬运材料和重复提举重物、长时间站立、高度重复或强力的装配工作。

6) 机器防护 Machine Safeguarding

Production and other machinery shall 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.

须对生产设备和其他机械进行安全危害评估。应为可能导致员工受伤的机械提供物理防护装置、连锁装置及屏障，并正确进行维护。

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

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the Supplier are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, and reasonable personal space along with reasonable entry and exit privileges.

应为员工提供干净的卫生间设施、饮用水及洁净的食物准备、储藏与用餐设施。供应商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、充足的供暖和通风，以及合理的出入方便的私人空间。

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

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.

供应商应向员工提供以员工主要语言授课的适当的工作场所健康与安全培训。应在工作场所清晰张贴健康与安全相关信息。