

Supplier Code of Conduct HUBER+SUHNER –

chinese translation

Important notice: This document contains the H+S Supplier Code of Conduct in English as well as in its' chinese translation. In case of any dispute, the English wording shall prevail.

You are required to print the entire H+S Supplier Code of Conduct, add your company name, as well as the names, roles, places, dates, and signatures. Then return the document to HUBER+SUHNER.

Chinese

供应商行为准则

1.1 的范围

HUBER+SUHNER 业务的核心在于满足人类的一些基本需求，如通信、移动、安全感和可持续发展的能力。因此，HUBER+SUHNER 将可持续发展作为业务的一个组成部分，并承诺根据“HUBER+SUHNER 负责任商业行为准则”在所有业务活动中进行负责任和可持续的运营和发展。本文件强调了与我们的 HUBER+SUHNER 原则一致的重要标准，我们希望每个供应商遵守并严格遵守这些标准。

因此，HUBER+SUHNER 供应商行为准则系供应商与 HUBER+SUHNER 之间协议的组成部分，适用于向 HUBER+SUHNER 集团任何实体提供货物和/或服务的全球所有供应商，包括其母公司、子公司或附属实体及其各自的员工和代理。

1.2 法律合规是先决条件

供应商应遵守其经营所在国的所有适用法律、规则和法规，并将采取适当措施确保遵守这些法律、规则及法规。

English

Supplier Code of Conduct

1.1 Purpose and scope

At the heart of the business of HUBER+SUHNER lies the aspiration to satisfy some basic human needs such as the abilities to communicate, to be mobile, to feel safe, and to act sustainably. Therefore, HUBER+SUHNER has set sustainability as an integral part of the business and commits itself to responsible and sustainable operation and development in all business activities according to the “HUBER+SUHNER Code of Responsible Business Conduct”. This document highlights important standards that are consistent with our HUBER+SUHNER principles and which we expect each supplier to observe and strictly adhere to.

The HUBER+SUHNER supplier code of conduct is therefore an integral part of the agreement between supplier and HUBER+SUHNER and applies to all suppliers worldwide that deliver goods and/or services to any entity of the HUBER+SUHNER Group, including their parent, subsidiary or affiliate entities as well as their respective employees and agents.

1.2 Legal compliance as a prerequisite

Suppliers shall comply with all applicable laws, rules and regulations in the countries in which they operate and will maintain suitable measures to ensure compliance with such laws, rules and legal regulations.

1.3 人权与劳动实践

HUBER+SUHNER 在其影响范围内充分尊重人权。特别是，我们希望供应商也能做到以下几点：

a) 平等和非歧视待遇

应根据员工的资格和能力来选择、雇用和支持他们。供应商不得以性别、年龄、宗教或其他信仰、种姓、社会背景、残疾、族裔、民族或地区出身、国籍、工会成员或任何其他合法组织的成员身份、政治派别或观点、性取向、性别认同或表达、宗教信仰、性别、社会地位、社会地位或宗教信仰、社会地位、性别认同或表达、家庭责任、婚姻状况、疾病、怀孕或其他可能导致歧视的情况为由，实行任何形式的歧视。

b) 防止骚扰

供应商应致力于提供一个没有骚扰的工作场所，并应营造一个尊重个人的社会环境。供应商应确保员工不会受到任何身体或心理上的不人道待遇、体罚、威胁或虚假承诺。

c) 强迫或强制劳动

供应商应确保其不从事任何形式的强迫、束缚、强制、贩运、现代奴役或非自愿劳动。供应商应积极主动地反对强迫劳动，并在直接和间接招聘移民工人时做到格外谨慎。

员工不得被要求向供应商或代理人支付制服、个人防护设备或获得和保留工作所需的任何费用或成本。

供应商应向所有员工提供一份以其得以理解的语言书就的书面合同。还应以清晰易懂的语言对内容进行口头解释。合同应明确说明雇佣的自愿性质和离职程序。供应商只能

1.3 Human rights and labor practices

HUBER+SUHNER fully respects human rights within its sphere of influence. In particular we are expecting the following also from our suppliers:

a) Equal and non-discriminatory treatment

Employees shall be selected, employed and supported on the basis of their qualifications and capabilities. Suppliers shall not practice any form of discrimination based on gender, age, religion or other belief, caste, social background, disability, ethnic, national or territorial origin, nationality, trade union membership or membership in any other legitimated organization, political affiliation or opinion, sexual orientation, gender identity or expression, family responsibility, marital status, disease, pregnancy, or other conditions that could give rise to discrimination.

b) Protection against harassment

Suppliers shall commit to a workplace free of harassment and shall foster a social environment with respect for the individual. Suppliers shall ensure that employees are not subject to any physical or psychological inhumane treatment, corporal punishments, threats or false promises.

c) Forced or compulsory labor

Suppliers shall ensure that they do not engage in any form of forced, bonded, compulsory, trafficked, modern slavery or non-voluntary labor. Suppliers are expected to work proactively against forced labor and act with special carefulness when recruiting migrant workers, both directly and indirectly.

雇佣在接收国合法允许工作的工人。

d) 童工和青年工人

HUBER+SUHNER 不能容忍任何形式的强迫或强制劳动，并希望供应商坚持相同的标准，不参与雇佣任何形式的童工。根据[国际劳工组织](#)的定义，童工是被定义为“剥夺儿童童年、潜力和尊严、对身心发展有害的工作，它指的是对儿童在精神、身体、社会或道德上有危险和有害的工作，和/或妨碍儿童上学的工作，如：剥夺他们上学的机会；迫使他们提前离开学校；或者要求他们把上学和过长的繁重工作结合起来。”

e) 报酬和工作时间

供应商应始终支付并提供其员工的工资和福利，至少应符合适用法律和集体谈判协议。供应商应以易于理解的格式和语言向其员工提供有关其雇佣条款和条件的信息，包括福利，如书面雇佣合同和及时的工资声明。只有在适用法律、法规或集体谈判协议规定的范围内，才允许从工资中扣除。

供应商应始终尊重并遵守适用法律和集体谈判协议（如适用），包括加班工作时间、年假、病假和育儿假以及任何其他适用的休假规定。

f) 工会和集体谈判

供应商应尊重所有员工组建和加入自己选择的工会、进行集体谈判、进行和平集会的基本权利和选择，并尊重员工不参与此类活动的权利。员工有权公开与管理层公开交流有关安全、工作条件、管理实践等方面的担忧。

Employees shall never be required to pay the supplier or agent any fees or cost for uniforms, personal protective equipment or other expenses needed to obtain and retain employment.

Suppliers shall provide all employees with a written contract in a language understood by them. The content should also be explained verbally in clear and understandable terms. The contract shall clearly state the voluntary nature of employment and procedures of leaving the job. Suppliers shall only employ workers who are legally allowed to work in the receiving country.

d) Child labor and young workers

HUBER+SUHNER does not tolerate any form of forced or compulsory labor and expects suppliers to uphold the same standards and not engage in any form of child labor. According to [ILO](#), child labor is “defined as work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and/or interferes with their schooling by: depriving them of the opportunity to attend school; obliging them to leave school prematurely; or requiring them to attempt to combine school attendance with excessively long and heavy work.”

e) Compensation and working hours

Suppliers shall always pay and provide its employees' wages and benefits that, as a minimum, comply with applicable laws and collective bargaining agreements. Suppliers shall provide their employees with information about their employment

<p>1.4 职业健康和安全</p> <p>与 HUBER+SUHNER 类似，我们的供应商应将员工的健康和安全置于首位。</p> <p>a) 安全和危险预防</p> <p>供应商应确保通过适当的设计和/或预防性维护和安全工作程序来识别、评估和控制其员工潜在的安全危险，如机器、设备或物质。如果这些方法无法充分控制危险，应为员</p>	<p>terms and conditions, including benefits, in a format and language they can easily be understood, such as a written employment contract and a timely wage statement. Deduction from wages is permitted only if and to the extent prescribed by applicable law, regulations or collective bargaining agreements.</p> <p>Suppliers shall always respect and comply with applicable laws and collective bargaining agreements, if applicable, on working and resting hours, including overtime working hours, as well as annual, sick and parental leave and any other applicable leave regulations.</p> <p>f) Trade unions and collective bargaining</p> <p>Suppliers shall respect the fundamental right and choice of all employees 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 employees to refrain from such activities. Employees shall have the right to openly share concerns with management regarding safety, working conditions, management practices, etc.</p> <p>1.4 Occupational health and safety</p> <p>Similar to HUBER+SUHNER, the health and safety of employees shall have top priority at our suppliers.</p> <p>a) Safety hazard prevention</p> <p>Suppliers shall ensure that their employees' potential exposure to safety hazards, such as machines, equipment or substances, are identified, assessed and controlled through proper design and/or preventative maintenance and safe</p>
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工提供适当的个人防护设备。应向所有人提供安全信息，以便教育、培训和保护员工免受安全危害。

此外，供应商应定期评估潜在的紧急情况，并准备在业务中断时实施应急计划。

b) 设施和工作场所人机工程学

员工应能随时获得干净的饮用水、卫生的卫生设施、卫生的食品制备、储存和饮食设施、充足的通风、光线和温度水平以及可接受的噪音和灰尘污染水平。此外，供应商应识别人体工程学工作环境风险并评估员工暴露。在设计或重新设计工作场所时，应让相关员工参与进来。

1.5 负责任的矿产资源采购

供应商应实施尽职调查程序，以识别、预防和减轻其供应链中的负面人权和环境影响风险，包括基于《联合国企业与人权指导原则》和经合组织《跨国企业准则》及其各自的准则的适当的申诉机制和报告。

供应商应在其所有矿产供应链中支持尽职调查和可追溯性。供应商应了解与来自受冲突影响和高风险地区矿产相关的适用法律要求，并确保遵守这些法律，且符合“经合组织对来自受冲突和高风险区域的

work procedures. Where hazards cannot be adequately controlled by these means, employees shall be provided with appropriate personal protective equipment. Safety information shall be made available to everyone in order to educate, train, and protect the employees from safety hazards.

In addition, suppliers shall regularly assess potential emergencies and shall be prepared to implement contingency plans in case of business interruptions.

b) Facilities and workplace ergonomics

Employees shall have ready access to clean drinking water, hygienic sanitary facilities, hygienic food preparation, storage and eating facilities, adequate ventilation, light and temperature levels, and acceptable levels of noise and dust pollution. In addition, supplier shall identify ergonomic working environment risks and evaluate employee exposure. Concerned employees should be involved when designing or redesigning workplaces.

1.5 Responsible sourcing of minerals

Suppliers shall implement due diligence processes in order to identify, prevent and mitigate risks for negative human rights and environmental impacts in their supply chains, including appropriate grievance mechanisms and reporting, based on the United Nations Guiding Principles on Business and Human Rights and the OECD Guidelines for Multinational Enterprises and respective guidelines.

Suppliers are expected to support due diligence and traceability throughout their supply chains for all minerals.

矿产负责任供应链的尽职调查指南”。

因此，供应商应对其供应链进行尽职调查，以确定出售给 HUBER+SUHNER 的产品或部件是否包含可能存在风险的矿物或材料。供应商应根据其次级供应商所提供的准确和真实信息，完成相关报告模板的最新版本，如“责任矿产倡议”（RMI）所约定的“冲突矿产报告模板”（CMRT）和“扩展矿产报告模板（EMRT）”，准备向 HUBER+SUHNER 提供当前和更新的信息，如 CMRTs EMRT，并致力于消除其各自供应链中的不合规冶炼厂。

1.6 环境

HUBER+SUHNER 期望其供应商通过保护自然环境、节约自然资源并在其整个生产周期内持续地减少其生产、组件、产品和服务的环境足迹，以减少其负面环境影响。

a) 资源效率和能源消耗

供应商应控制并实施减少能源、水、原材料和包装材料使用的措施。供应商设施中使用的能源应来自非化石能源。

b) 排放和废物处理

Suppliers shall be aware of applicable legal requirements in relation to minerals from conflict-affected and high-risk areas and shall ensure compliance with such laws, in line with the “OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas”.

Thereby, suppliers shall perform due diligence on their supply chains to determine whether products or components sold to HUBER+SUHNER contain critical minerals or materials. Suppliers shall complete the most recent versions of the relevant reporting templates such as “Conflict Minerals Reporting Template” (CMRT) and “Extended Minerals Reporting Template” (EMRT) provided by the “Responsible Minerals Initiative” (RMI) based on accurate and truthful information from the suppliers’ sub-suppliers, be ready to provide current and updated information such as CMRTs EMRT to HUBER+SUHNER and work towards eliminating non-conformant smelters in their respective supply chains.

1.6 The environment

HUBER+SUHNER expects its suppliers to reduce their negative environmental impacts by protecting the environment, conserving natural resources and continuously striving towards reducing the environmental footprint of their production, components, products and services throughout their entire life-cycle.

a) Resource efficiency and energy consumption

Suppliers shall control and implement actions taken to reduce the use of energy, water, raw materials and packaging materials. The energy used in the supplier’s facilities should

供应商应控制并实施减少空气排放的措施。供应商应针对废水、危险和非危险废物实施系统的废物处理管理。油类、化学品和其他危险废物应与其他废物分开处理，以避免泄漏到空气、水或土壤中。废物应分类，以便重新使用或回收。应始终避免填埋沉积物。

c) 减缓气候变化

供应商应制定并实施计划和目标，以减少其所有生产网络、供应链、产品、组件和服务的碳足迹。供应商应按照温室气体议定书、全球物流排放理事会框架、世界可持续发展商业理事会开拓者框架等既定方法，量化并报告有意义的环境、社会和治理指标，以及他们可以持续测量的全球报告指数。

此外，HUBER+SUHNER 建议供应商通过可持续性平台（如 IntegrityNext）公开披露其 ESG 指标和目标，首先是年度范围 1、2 和 3 碳排放和产品碳足迹的关键气候指标。

1.7 公平的运作方式

HUBER+SUHNER 要求其供应商坚持最高的诚信标准，并在其运营和业务关系中始终诚实、公平地运营

originate from fossil free energy sources.

b) Emissions and waste handling

Suppliers shall control and implement actions taken to reduce emissions to air. Suppliers shall implement systematic waste handling management for wastewater, hazardous and non-hazardous waste. Oils, chemicals and other hazardous waste shall be kept separated from other waste and handled to avoid leakage into air, water or soil. Waste should be sorted to be re-used or recycled. Landfill deposits should always be avoided.

c) Climate change mitigation

Suppliers shall develop and implement plans and targets to reduce their carbon footprint across all of their production network, supply chain, products, components and services. Suppliers should quantify and report meaningful ESG metrics following established methodologies like the Greenhouse Gas Protocol, Global Logistics Emissions Council Framework, World Business Council for Sustainable Development Pathfinder Framework, and the Global Reporting Index that they can continually measure over time.

Furthermore, HUBER+SUHNER recommends that suppliers publicly disclose their ESG metrics and goals via sustainability platforms such as IntegrityNext, beginning with the key climate metrics of annual scope 1, 2 and 3 carbon emissions and product carbon footprints.

1.7 Fair operating practices

HUBER+SUHNER requires its suppliers to uphold the highest standards of integrity and always operate honestly and equitably

。HUBER+SUHNER 认为，公平地获得业务并遵守适用的法律要求对于与客户和其他业务合作伙伴建立信任至关重要。我们要求我们的供应商以同样的方式开展业务，特别是在以下领域：

a) 反腐败和利益冲突

供应商应确保对任何形式的贿赂、腐败或洗钱行为零容忍。这意味着供应商不得参与提供或接受任何形式的奖励、回扣、小费、礼物或其他非法好处，以获得 HUBER+SUHNER 的优惠待遇或获得/保留 HUBER+SUHNER 业务。此外，供应商应制定禁止贿赂和腐败的内部规则，并为其员工提供定期培训，以确保合规。

HUBER+SUHNER 员工应以 HUBER+SUHNER 的最大利益行事。私人利益和个人考虑不得影响任何商业决策。HUBER+SUHNER 以及供应商将避免任何可能导致 HUBER+SUHNER 员工与供应商的私人利益与 HUBER+SUHNER 的商业利益冲突的活动或情况。如果供应商意识到利益冲突情况，应立即通知 HUBER+SUHNER。

b) 公平竞争与反垄断法

HUBER+SUHNER 要求其供应商遵守有效和适用的竞争法和反垄断法。特别是，供应商不得与竞争对手、供应商、客户或其他第三方签订反竞争协议，不得滥用市场支配地位。

c) 贸易合规

供应商应遵守所有适用的政府出口管制和海关条例以及贸易限制和禁运，不得为绕过此类条例提供便利。

throughout their operations and business relationships. HUBER+SUHNER believes that earning business fairly and in compliance with applicable legal requirements is essential to build trust with customers and other business partners. We require our suppliers to conduct their business in the same way, especially in the following areas.

a) Anti-corruption and conflicts of interest

Suppliers shall assure zero tolerance for any form of bribery, corruption, or money laundering. This means that suppliers do not engage in offering or accepting any kind of incentive, kickback, gratuity, gift or other unlawful favor with the intention to receive favorable treatment by HUBER+SUHNER or obtain/retain HUBER+SUHNER business. In addition, suppliers have internal rules in place prohibiting bribery and corruption and provide regular training to its staff to assure compliance.

HUBER+SUHNER employees are expected to act in the best interest of HUBER+SUHNER. Private interests and personal consideration shall not affect any business decision. HUBER+SUHNER as well as the supplier will avoid any activity or situation which may lead to a conflict of a private interest of a HUBER+SUHNER employee with a supplier and the business interest of HUBER+SUHNER. A supplier becoming aware of a conflict of interest situation will immediately notify HUBER+SUHNER about this.

b) Fair competition and antitrust law

HUBER+SUHNER requires its suppliers to comply with valid and

d) 知识产权和数据保护

供应商应保护 HUBER+SUHNER 保密信息，包括个人信息，并采取行动防止其误用、盗窃、欺诈或不当披露，并应遵守所有适用的数据隐私法。供应商应保护和尊重 HUBER+SUHNER 知识产权。供应商在处理、讨论或传输可能影响 HUBER+SUHNER、其员工、客户、业界或公众的敏感或机密信息时应采取一切适当的谨慎措施。任何保密信息和/或许可知识产权只能用于预期和指定目的。

此外，供应商应在其 IT 系统中具有适当的网络安全级别，以避免和减轻潜在的网络风险。供应商应定期进行网络安全风险和脆弱性评估，包括酌情使用合格的网络安全专业人员。应制定并更新业务连续性计划和网络安全连续性计划，规定实施的控制和安全、通信计划和稳健的恢复计划。

applicable competition and antitrust laws. In particular, suppliers shall not conclude anti-competitive agreements with competitors, suppliers, customers or other third parties and will not abuse a dominant market position.

c) Trade compliance

Suppliers shall comply with all applicable government export control and customs regulations as well as trade restrictions and embargoes and shall not facilitate the bypassing of such regulations.

d) Intellectual property and data protection

Suppliers shall protect HUBER+SUHNER confidential information, including personal information, and act to prevent its misuse, theft, fraud or improper disclosure and shall comply with all applicable data privacy laws. Suppliers shall safeguard and respect HUBER+SUHNER intellectual property. Suppliers shall take all due care in handling, discussing or transmitting sensitive or confidential information that could affect HUBER+SUHNER, its employees, its customers, the business community or the general public. Any confidential information and/or licensed intellectual property shall only be used for the intended and designated purpose.

In addition, suppliers should have a proper level of cybersecurity in their IT systems to avoid and mitigate potential cyber risk. Suppliers should perform periodic cybersecurity risks and vulnerability assessments, incl. the use of qualified cybersecurity professionals as appropriate. There should be an established and updated business continuity plan and cybersecurity continuity plan,

1.8 执行和遵守

HUBER+SUHNER 期望供应商实施系统和控制，以促进遵守适用法律和本供应商规范中规定的原则，包括政策、培训、监控和审计机制。供应商还应告知其员工本供应商规范中规定的原则。

供应商应将这些或类似原则应用于其子供应商和分包商，并与合作向 HUBER+SUHNER 提供货物和服务。

遵守本供应商行为准则是 HUBER+SUHNER 对供应商资格认证、风险评估和评级过程中的一个关键指标。供应商承认并明确同意供应商行为准则是与我们开展业务的先决条件。HUBER+SUHNER 通过 IntegrityNext 平台自我评估问卷来验证是否符合本供应商行为准则的要求，并保留在与供应商共同商定的营业时间进行现场审计的权利。

缺乏合作、未能解决违反本供应商行为准则的要求和/或未及时实施必要的纠正行动计划可能导致业务减少，最终导致与 HUBER+SUHNER 的业务关系终止。

specifying the implemented controls and security, a communication plan, and a robust recovery program.

1.8 Implementation and compliance

HUBER+SUHNER expects suppliers to implement systems and controls to promote compliance with applicable laws and the principles set forth in this supplier code, including policies, training, monitoring, and auditing mechanisms. Suppliers are also expected to inform their employees of the principles set forth in this supplier code.

Suppliers shall apply these or similar principles to their sub-suppliers and subcontractors they work with in providing goods and services to HUBER+SUHNER.

Compliance with this Supplier Code of Conduct is a key indicator in the HUBER+SUHNER supplier qualification, risk assessment and rating process. Suppliers' acknowledgment and explicit agreement of the Supplier Code of Conduct is a prerequisite for doing business with us. HUBER+SUHNER verifies compliance with the requirements of this supplier code of conduct by means of a self-assessment questionnaire via the IntegrityNext platform and reserves the right to conduct an on-site audit scheduled at business hours mutually agreed with the supplier.

Lack of cooperation, failure to address violations of the requirements of this supplier code of conduct and/or non-timely implementation of necessary corrective action plans may result in a reduction in business and, ultimately, an end to the business relationship with HUBER+SUHNER.

1.9 申诉和投诉机制

鼓励供应商及其各自员工以及利益相关者和权利持有人向 HUBER+SUHNER 合规和反腐败热线举报违反本供应商规范的行为。联系方式请访问 HUBER+SUHNER 网站 (www.hubersuhner.com)。

供应商应支持对涉嫌违规行为的任何调查。此外，根据其自身的尽职调查努力，供应商应提供申诉/投诉机制或支持各自部门或国家特定的非司法机制。

供应商声明：

我们特此确认，我们承诺遵守“HUBER+SUHNER 供应商行为准则”中规定的原则和要求。我们进一步确认，将以适当方式告知我们的员工 [SpeakUp](#) 举报平台的存在以及访问方式。

1.9 Grievance and complaints mechanism

The supplier and its respective employees as well as stakeholders and rights-holders in general are encouraged to report violations of this supplier code to the HUBER+SUHNER Compliance and Anti-Corruption Hotline. Contact details are available on the HUBER+SUHNER website (www.hubersuhner.com).

Suppliers shall support any investigations into alleged violations. Additionally, in line with their own due diligence efforts, suppliers should provide grievance/complaints mechanisms or support respective sector or country specific non-judicial mechanisms.

Declaration of the Supplier:

We hereby confirm that we commit ourselves to comply with the principles and requirements stated in the “HUBER+SUHNER Supplier Code of Conduct”. We further confirm to inform our employees in an appropriate manner about the existence of and access to the whistleblowing platform [SpeakUp](#).

_____ 公司名称	_____ 地点，日期
_____ 姓名（正体大写）， 职务	_____ 签名
_____ 姓名（正体大写）， 职务	_____ 签名

本文件必须由公司授权代表签署。