

Innomotics Code of Conduct for Suppliers and Third-Party Intermediaries 茵梦达 —— 供应商及第三方中间人行为准则

This Code of Conduct defines the basic requirements placed on the suppliers and third-party intermediaries of Innomotics concerning their responsibilities towards their stakeholders and the environment. The supplier and/or third-party intermediary declares herewith to:

本行为准则规定了有关茵梦达产品及服务供应商及第三方中间人应对其利益相关人以及环境承担的责任的基本要求。

供应商和/或第三方中间人在此声明：

Legal Compliance

遵守法律

- Comply with the laws and regulations of the applicable legal systems.
遵守适用法律体系中的法律和法规。

Human Rights and Labor Conditions

人权以及劳动行为

To ensure respect of all internationally proclaimed human rights by avoiding causation of and complicity in any human rights violations. Heightened attention shall be paid to ensuring respect of human rights of rights holders or groups of rights holders which are specifically vulnerable, such as women, children, migrant workers or of (indigenous) communities.

确保尊重所有国际公认的人权，不从事或参与任何侵犯人权的行为，尤其确保弱势个体及群体（如妇女、儿童、移徙工人或土著居民）的人权得到尊重。

➤ Prohibition of Forced Labor

禁止强迫劳动

- Neither use nor contribute to slavery, servitude, forced or compulsory labor, suppression, exploitation, and human trafficking.
不得实施或助长奴役、劳役、强迫劳动、压制、剥削和贩卖人口等行为。

➤ Prohibition of Child Labor

禁止雇用童工

- Install no workers under the age of 15 or, in those countries subject to the developing country exception of the ILO Convention 138, install no workers under the age of 14.
不雇用未满十五（15）周岁的员工；或者在不违背国际劳工组织（ILO）公约第 138 号规定的发展中国家例外的前提下，在这些国家不雇用未满十四（14）周岁的童工。
- Install no workers under the age of 18 for work which is likely to harm the health, safety, and morals.
不任命未满 18 岁的员工从事可能损害其身心健康、安全的工作。

➤ Non-Discrimination and Respect for Employees

禁止歧视、尊重员工

- Ensure equal treatment of employees, irrespective of skin color, race, nationality, ethnicity, social background, disabilities, gender, sexual identity and orientation, marital status, political or religious conviction, or age and promote equal opportunities amongst them.
确保为员工提供平等的机会和待遇，无差别对待不同肤色、种族、国籍、民族、社会背景、残疾与否、性别、性身份与取向、婚姻状况、政治立场、宗教信仰或年龄等。
- Refuse to tolerate any unacceptable treatment of individuals such as mental cruelty, sexual harassment or discrimination including gestures, language, and physical contact, that is sexual, coercive, threatening, abusive or exploitative.
拒绝容忍以任何无法接受的方式对待个人，例如精神虐待、性骚扰或性别歧视，包括与性别的、强迫性、威胁性、污秽的或剥削性有关的手势、语言和身体接触等行为。

➤ Freedom of Association

结社自由

- Recognize the legal rights of workers to form or join existing trade unions and to engage in collective bargaining; neither disadvantage nor prefer members of employee organizations or trade unions.
承认工人组建或加入现有工会和进行集体谈判的合法权利；不得歧视或偏袒雇员组织或工会的成员。

➤ Working Hours, Wages & Benefits for Employees

员工的工作时间、工资和福利

- Adhere to all applicable working-hours regulations.
在全球范围内遵守所有适用的工作时间规定。
- Pay fair wages for labor and adhere to all applicable wage and compensation laws.
支付公平的酬劳，并遵守全球范围内所有适用的工资和薪酬法律。
- In the event of cross-border personnel deployment adhere to all applicable legal requirements, especially with regard to minimum wages.
在跨境派遣人员时，遵守所有适用的法律要求，特别是关于最低工资的要求。

➤ Occupational Health & Safety, Security Forces

职业健康与安全，安全力量

- Act in accordance with the applicable statutory and international standards regarding occupational health and safety and provide safe working conditions.
遵守有关职业健康 and 安全的适用法规和国际标准，为员工提供安全的工作环境。
- Provide training to ensure all employees installed are educated in health & safety issues.
提供培训，确保员工接受健康和安全的教育。
- Establish a reasonable occupational health & safety management system.
建立合理的职业健康 and 安全管理体系¹。
- In the event of use of private or public security forces ensure that human rights of employees and other rights holders are respected (no use of unlawful physical or mental violence) .
在使用私人或公共安全力量时，确保尊重员工和其他权利持有者的人权（不得使用非法的身体或精神暴力）。

➤ Grievance Mechanism

举报机制

- Provide access to a protected mechanism for their employees to report possible violations of the principles of this Code of Conduct and ensure protection of whistleblowers or complainants against retaliation.
建立保护员工的举报机制，鼓励员工举报任何潜在违反本准则的行为，并确保举报人或投诉人免遭报复。

Environmental and Climate Protection, Protection of Natural Resources

环境和气候保护、自然资源保护

- Act in accordance with the applicable statutory and international standards regarding the environment.
按照适用的环境保护法定标准和国际标准行事。减少环境污染，不断完善环境保护措施。
- Minimize environmental pollution and make continuous improvements in environmental protection.
将环境污染减至最小，在环境保护方面取得持续改善
- Establish a reasonable environmental management system.
建立合理的环境管理体系¹。
- Reduce the emission of air pollutants and Greenhouse Gas (GHG), and reduce harmful soil change, water pollution and harmful noise emission to the fullest extent as possible.
减少空气污染物和温室气体（GHG）的排放，尽可能减少有害的土壤变化，水污染和有害噪音排放。
- Increase energy efficiency, use renewable energy, and reduce water consumption to the fullest extent as possible.
提高能源效率，使用可再生能源，并尽可能减少用水量。
- Cause no unlawful taking of land, forests, and waters.
不得非法占用土地、森林和水域。
- Reduce waste and ensure their proper treatment and disposal.
减少浪费并确保其得到适当的处理和处置。

Fair Operating Practices

公平经营

➤ Anti-Corruption and Bribery 反对腐败和贿赂

- Tolerate no form of and do not engage directly or indirectly in any form of corruption or bribery and do not grant, offer or promise anything of value to a government official or to a counterparty in the private sector to influence official action or obtain an improper advantage. This includes to renounce from giving or accepting improper facilitation payments.
不容忍任何形式的直接或间接的腐败贿赂行为，不以影响官方行为或获取不当利益为目的，向公职人员或私营领域的交易对方授予、提供或承诺任何有价值物，包括不得给予或接受不当的通融费。

➤ Fair Competition, Anti-Trust Laws and Intellectual Property Rights 公平竞争、反垄断法与知识产权

- Act in accordance with national and international competition laws and do not participate in price fixing, market or customer allocation, market sharing or bid rigging with competitors.
依照国家和国际通用的竞争法行事，不参与限定价格、划定市场或客户、分割市场或与竞争对手操纵投标等活动。
- Respect the intellectual property rights of others.
尊重他人的知识产权。

➤ Conflicts of Interest 利益冲突

- Avoid and/or disclose internally and to Innomotics all conflicts of interest that may influence business relationships, and to avoid already the appearance thereof.
避免或披露有可能产生影响业务关系的利益冲突行为或信息，包括企业内部以及茵梦达。

➤ Anti-Money Laundering, Terrorism Financing 反洗钱、反资助恐怖主义

- Not directly or indirectly facilitate money laundering or terrorism financing.
不得直接或间接参与洗钱或资助恐怖主义。

➤ Data Privacy 个人信息和隐私

- Process personal data confidentially and responsibly, respect everyone's privacy and ensure that personal data is effectively protected and used only for legitimate purposes.
以保密和负责的方式处理个人信息，尊重每个人的隐私，并确保个人信息得到有效保护并且只能用于合法目的。

➤ Foreign Trade Regulations 对外贸易法规

- Comply with the applicable export, import, customs, and foreign trade regulations.
遵守适用的进出口控制，海关及外贸法规。

Responsible Minerals Sourcing

负责任的矿产采购

- Take reasonable efforts to avoid in its products the use of raw materials which originate from Conflict-Affected and High-Risk Areas and contribute to human rights abuses, corruption, the financing of armed groups or similar negative effects.
采取适当措施，避免在产品中使用来自受冲突影响和高风险地区的原材料，避免造成侵犯人权、腐败、资助武装团体或类似的负面影响。

Supply Chain

供应链

- Use reasonable efforts to make its supplier, subcontractors and their supply chain comply with the principles of this Code of Conduct and check their compliance on a risk-based approach.
采取适当措施，使其供应商、分包商及其供应链遵守本行为准则，并基于对其风险的评估，检查其合规情况。
- Comply with the principles of non-discrimination with regard to supplier selection and treatment.
在选择和对待供应商方面，遵守非歧视原则。