



## Code of Conduct for SINOSERV Suppliers

### 誓缔稳供应商行为守则

SINOSERV is a professionally operating service company. We want to be perceived in an exemplary manner for our integrity towards all stakeholders. This Code of Conduct defines the basic requirements placed on SINOSERV's suppliers of goods and services concerning their responsibilities towards their stakeholders and the environments. SINOSERV reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the SINOSERV Compliance Program. In such event SINOSERV expects the supplier to accept such reasonable changes.

誓缔稳是一家全球性的服务公司。我们希望所有利益相关者视我们为诚信之典范。此行为准则的定义旨在希望誓缔稳的货物和服务供应商对其利益相关者和环境承担基本的责任。誓缔稳有权因法律或法规的计划性变化而变更此行为守则。一旦有这样的变化发生，我们希望你们可以接受这些合理性的变更。

#### **Legal compliance**

Suppliers of SINOSERV have to comply and to act conform to applicable regulations and laws.

#### **遵纪守法**

誓缔稳的供应商必须遵守适用的法律法规。

#### **Prohibition of corruption and bribery**

Suppliers of SINOSERV should to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.

#### **禁止贪污腐败**

誓缔稳的供应商不得参与任何形式的贪污腐败或行贿受贿行为，包括任何付款或其他利益形式赋予任何政府官员，目的在于让其违反法律之规定，对其的决策做出影响。

#### **Health and Safety**

- to take responsibility for the health and safety of its employees;
- to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- to provide training and ensure that employees are educated in health and safety issues;
- to set up or use a reasonable occupational health & safety management system.

### **健康与安全**

- 为其雇员的健康和安全承担责任；
- 控制危害并采取最佳合理可行的方法预防事故和职业病的发生；
- 提供培训，确保员工了解有关的健康和安全问题；
- 建立或使用一套合理的健康与安全管理系统。

### **Environmental protection**

- to act in accordance with the applicable statutory and international standards regarding the environmental protection;
- to minimize environmental pollution and make continuous improvements in environmental protection;
- to set up or use a reasonable environment management system.

### **环境保护**

- 以有关法律规定和国际标准行事；
- 尽量减少对环境的污染并持续提高和改善环境保护作为；
- 建立或使用一套合理的环境保护管理系统。

### **Respect for the basic human rights of employees**

- to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- to respect the personal dignity, privacy and rights of each individual;
- to refuse to employ or make anyone work against his will;
- to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
- to provide fair remuneration and to guarantee the applicable national statutory minimum wage;
- to comply with the maximum number of working hours laid down in the applicable laws;
- to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organization or trade unions.

### **尊重员工基本权利**

- 公平对待员工，不会因其肤色、种族、国籍、设备背景、残障、性取向、政治或宗教信仰、性别或年龄而遭受不平等待遇；
- 尊重他人的尊严、隐私以及权力；
- 不得强迫雇佣或指使他人从事违反其意愿的工作；
- 不得对员工采取不可接受的行为，如心理虐待、性骚扰或歧视；
- 不得对他人采用任何强迫性的、性骚扰的、侮辱性的或威胁性的手势、语言或身体接触；
- 提供公平的报酬，并需保证其适用国家关于最低工资的规定；



- 遵守最高工作时数适用的法律规定；
- 至少应在法律角度上承认，员工有自由结社的权利，对组织工会应持中立态度。

**Prohibition of child labor**

- to employ no workers under the age of 18.

**禁止雇佣童工**

- 禁止雇员法定年龄小于 18 周岁的员工。

**Supply chain**

- to use reasonable efforts to promote among its suppliers compliance with this Code of Conduct;
- to comply with the principles of non discrimination with regard to supplier selection and treatment.

**供应链**

- 使用合理的方法，努力使供应商遵守本行为守则；
- 在供应商的选择和对待问题上，不应存在歧视。

Herewith we confirm that we have received this Code of Conduct for SINOSERV Suppliers. We understand the content and will follow the rules and regulations accordingly.

我司确认已收到“誓缔稳供应商行为守则”。我们已阅读其内容，充分了解并清楚知晓该行为规范的相关信息，愿意遵守相应的规章制度。

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Signature/签名

\_\_\_\_\_  
Place, date/签订地点、日期

\_\_\_\_\_  
Name(BLOCK CAPITALS) / 名字（印刷体）

\_\_\_\_\_  
Function / 职务

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Company Seal/盖章