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# HANDICARE SUPPLIER CODE OF CONDUCT

## HANDICARE 供应商行为准则

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## Purpose & introduction

### 目的和介绍

Handicare is committed to the highest standards of ethical, social and environmental conduct. Our Supplier Code of Conduct is an important part of the relationship between Handicare and its Suppliers, and defines the standards under which we expect to conduct business responsibly.

Handicare 致力于商业行为道德，社会和环境的最高标准。我们的供应商行为准则是 Handicare 与供应商之间关系的重要组成部分，定义了我们期望负责任地开展业务的标准。

It describes Handicare's expectations in three general areas: Ethics and Corporate Governance; Labour Standards and Human Rights; and Environment.

它描述了 Handicare 在三个方面的期望：商业道德与公司治理；劳工标准和人权；以及环境。

Handicare is committed to adhering to the Principles based on the Universal Declaration of Human Rights, the Children's Rights and Business Principles, UN guiding principles for business and human rights, UN Global Compact, OECD Guidelines and the international Labour Organization's (ILO) Declaration on Fundamental Principles and Rights at Work. We also committed to follow the COP21 Sustainable Development Goals on Environment and Development, the United Nations Convention against Corruption, OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas, as well as UK Bribery Act and Modern Slavery Act.

Handicare 致力于遵守“世界人权宣言”，“儿童权利和商业原则”，“联合国商业与人权指导原则”，“联合国全球契约”，“经合组织准则”和国际劳工组织（ILO）“基本原则宣言”工作中的原则和权利。我们还承诺遵循 COP21“环境与发展可持续发展目标”，“联合国反腐败公约”，“经合组织对受冲突影响和高风险地区矿产负责任供应链尽职调查指导”，以及英国“贿赂法”和“现代奴隶制法”。

The Supplier Code of Conduct embodies standards of business conduct and ethics that is essential and mandatory for all Suppliers and business partners to follow. These standards are based on sound business practice, responsibility, and common sense, and are intended to encourage a high degree of personal and professional integrity.

此供应商行为准则体现了所有供应商和业务伙伴须遵循的商业行为和道德标准，这些标准是必不可少的和强制性的。这些标准是以良好的商业惯例，责任感和常识为基础，旨在鼓励高度个人和行业的诚信。

Handicare does not tolerate any illegal or unethical acts, and in the event a Supplier breaches the Supplier Code of Conduct, Handicare is entitled to terminate existing agreements with immediate effect.

Handicare 不容忍任何非法或不道德行为，如果供应商违反了此供应商行为准则，Handicare 有权立即终止现有合作协议。

## Understanding and complying with the Supplier Code of Conduct 理解并遵守供应商行为准则

Handicare expects all suppliers and business partners to understand and comply with the Supplier Code of Conduct, and to drive such standards through their suppliers and subcontractors. Audits will be conducted on Suppliers, at any time, by Handicare, or a third party officially appointed by Handicare, to check the Suppliers' conformance to the present Supplier Code of Conduct, or the Suppliers' subcontractors at Handicare request.

Handicare 期望所有供应商和业务伙伴理解并遵守此供应商行为准则，并推行此准则到他们的供应商和次级供应商。为检查供应商或某些供应商的次级供应商是否符合当前的供应商行为准则，Handicare 或由 Handicare 正式委任的第三方会随时对其进行审核。

Handicare management is committed to the implementation of the CoC, and Handicare's internal control routines include adherence of every employee to the present CoC. Compliance to the CoC is a prerequisite to being part of Handicare's selection of future Suppliers, and any other Business Partners.

Handicare 管理层致力于此行为准则的实施，Handicare 内部控制程序包括每位员工遵守现有行为准则。遵守此供应商行为准则是 Handicare 未来选择供应商和任何其他业务合作伙伴的先决条件。

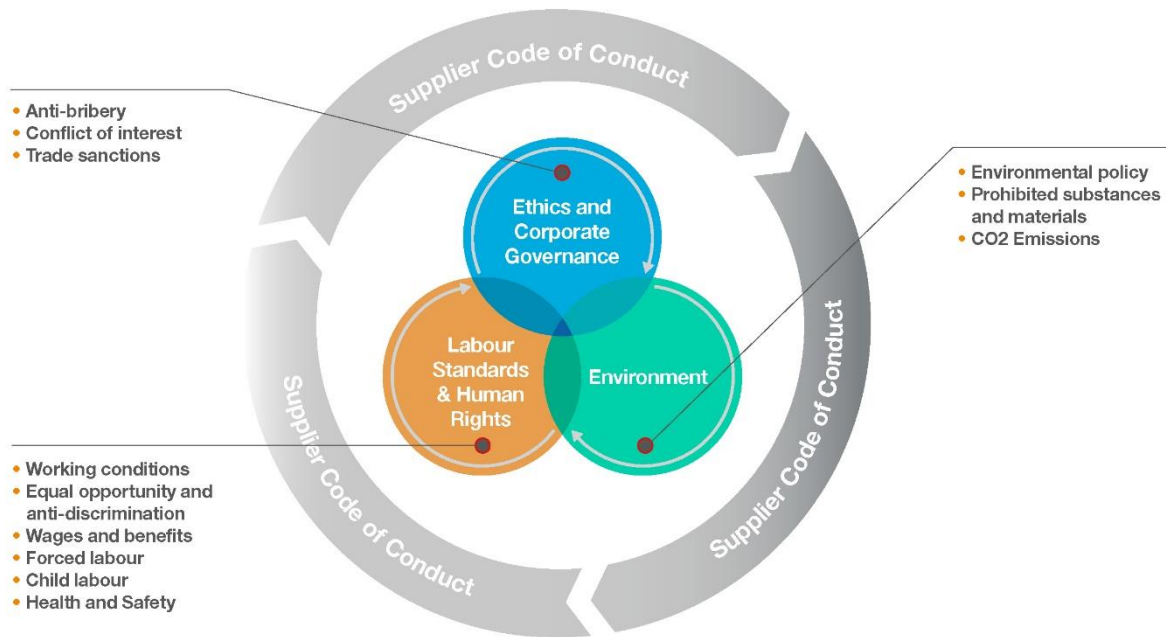
## Raising concerns 意见反馈

Should a business partner become aware of any circumstance that may violate this Supplier Code of Conduct, they should report the issue to a Handicare management representative. If a business partner finds it difficult to raise the matter, an [anonymous whistleblowing service](#) is provided. Whistleblowers who report an alleged violation of the Supplier Code of Conduct will suffer no reprisal of any kind.

如果商业伙伴意识到任何可能违反此供应商行为准则的情况，他们应将问题报告给 Handicare 管理代表。如果商业伙伴发现意见反馈有困难，可以通过我们的匿名举报服务反馈。举报违反供应商行为准则的举报人不会受到任何形式的报复。

# SUPPLIER CODE OF CONDUCT

## 供应商行为准则



## Ethics and Corporate Governance

### 商业道德和公司治理

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

Handicare 期望在我们所有的商业活动中遵守最高的商业道德行为规范。 供应商在其业务的各个方面，包括关系，实践，采购和运营都应始终遵守商业道德规范。

## **Anti-bribery**

### 反贿赂

Handicare expects the highest standards of ethical conduct and refuses to accept or retain business through bribery. Suppliers shall not engage in corruption, extortion, embezzlement, or bribery to obtain an unfair or improper advantage. Neither shall suppliers directly or indirectly offer, promise, grant nor accept money or anything of value for undue advantage. Applicable anti-bribery laws shall be strictly followed. Handicare 期待最高商业道德规范始终得到遵守，拒绝任何供应商和合作伙伴通过贿赂获得或维持业务。供应商不得从事腐败，勒索，贪污或者贿赂，获得不公平或不正当的利益。供应商不得直接或间接提供，承诺，授予金钱或任何其他有价值的正当利益。严格执行适用的反贿赂法。

Suppliers shall not offer or accept receipt of any kickback, loan, fee, reward or other advantage, nor give aid or donation designed to exert improper influence.

供应商不得提供或同意任何回扣，借贷，费用，奖励或其他好处，也不得提供旨在施加不当影响的援助或捐赠。

## **Conflicts of interest**

### 利益冲突

Suppliers shall not be in a situation in which a Handicare employee is in a position to derive personal benefit from actions or decisions made in their official capacity.

Handicare 不容忍员工以权谋私，供应商应协同 Handicare 避免此类情况。

## **Trade sanctions**

### 贸易制裁

Suppliers and other business partners shall comply with The United Nations sanctions recommendations, as well as any applicable sanctions under the laws of the European Union and the United States. Suppliers shall never attempt to circumvent applicable trade sanctions.

供应商和其他商业伙伴应遵守联合国的制裁建议，以及根据欧盟和美国的法律进行的任何适用的制裁。

供应商不得试图规避适用的贸易制裁。

Suppliers delivering products that include conflict minerals (such as, but not limited to, columbite-tantalite, tungsten, tantalum and gold), should strictly follow the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas and keep records of their supply chain compliance to this guidance.

供应商提供的产品如包括冲突矿物（例如但不限于钽铌，钨，钽和黄金），应严格遵循经合组织“受冲突影响和高风险地区矿产负责任供应链尽职调查指引”，并保存其供应链符合该指引的合规记录。

# Labour Standards and Human Rights

## 劳工标准和人权

Handicare 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.

Handicare 认为我们供应链中的所有员工都应该有一个公平和道德的工作场所。必须以最大的尊严和尊重对待工人，供应商要坚持最高的人权标准。

### **Working conditions**

#### 工作环境

Suppliers and or business partners shall provide a healthy and a safe work environment and constantly strive to make working conditions even better.

供应商或业务伙伴应提供健康，安全的工作环境，不断努力使工作条件更好。

Abuse (whether physical and or verbal) and unlawful harassment are strictly prohibited.

严禁滥用（不论身体或言语）和非法骚扰行为。

The Supplier shall take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

供应商应采取适当措施，合理可行地减少工作环境固有的危害的原因，防止工作过程中发生或伴生事故伤害员工的健康。

The Supplier shall provide employees with regular and documented health and safety training, and such training shall be repeated for new or reassigned workers, and provide them with all necessary protection equipment to comply with local laws.

供应商应向员工提供定期和文件化的健康和安全教育培训，对于新员工或重新分配的员工应重复培训，并向他们提供必要的防护设备，以符合当地法律。

### **Equal opportunity and anti-discrimination**

#### 平等机会和反歧视

The Supplier shall provide equal opportunities to everyone, treating all employees with dignity and respect. Discrimination or harassment based on race, ethnicity, gender, physical disability, sexual orientation, or religion shall not be tolerated by the Supplier. The Supplier shall value and strive to develop diversity of its workforce.

供应商应为每个人提供平等的就业机会，尊重所有员工。供应商不得容忍基于种族，民族，性别，身体残疾，性取向或宗教的歧视或骚扰。供应商应尊重和努力发展劳动者的多样性。

## **Wages and benefits**

### 工资和福利

Wages and benefits paid for a standard working week shall as minimum meet the applicable national legal standards. All workers shall be provided with a written and comprehensible contract outlining their wage conditions and method of payments before entering employment.

按标准工作时间(月或周)支付的工资和福利应至少符合适用的国家法律标准。所有员工入职前应当获得书面和易于理解的合同，概述其工资条件和付款方式。

Working hours shall comply with the applicable national laws. Obligations to employees under international conventions, national laws, and regulations concerning regular employment shall not be avoided through the use of short term contracting (such as contract labour, casual labour or day labour), sub-contractors or other labour relationships.

工作时间应符合适用的国家法律。使用短期合约（合同工,临时工或小时工），分包或其他劳动关系的用工方式，同样不得违反国际公约，国家法律和法规有关就业的规定。

## **Forced labour**

### 强迫劳动

Suppliers shall not, directly or indirectly, use forced labour or other forms of involuntary labour, including prisoners, bonded workers, illegal workers, or other non- paid workers.

供应商不得直接或间接使用强迫劳动或其他形式的非自愿劳动，包括囚犯，债役工人，非法劳工或其他无薪员工。

In the case workers are recruited by third parties, Suppliers shall will pay particular attention that these principles are properly applied.

在第三方招聘员工的情况下，供应商应特别注意适用这些原则。

## **Child labour**

### 童工

Suppliers shall recognise and honour the rights of every child to be protected from economic exploitation and from performing any work that is likely to be hazardous, to interfere with the child's education, or to be harmful to the child's health or physical, spiritual, moral, or social development.

供应商应承认并尊重每一个儿童受保护的權利，使其免受经济剥削或从事任何可能有危险，中断教育或对儿童的健康或身体，精神，道德或社交发展有害的工作。

Suppliers shall not employ children under the age of 16, and will comply with the provisions of the ILO regarding the health, safety and morality of young people aged between 15 and 18. As an example, but not limited to, Suppliers shall ensure workers younger than 18 do not exceed the prescribed working hours within the countries in which it operates.

供应商不得雇用 16 岁以下的儿童，并将遵守国际劳工组织关于 15 岁至 18 岁的青少年的健康，安全和道德规定。例如但不限于，供应商应确保小于 18 岁的员工工作时间应不超过其经营所在国家的法定工作时间。



## Health and safety

### 健康和安

Handicare's suppliers 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.

Handicare 的供应商应有一个供员工报告健康和安事件以及未遂事件的系统，以及一个调查，跟踪和管理这些报告的系统。供应商应实施纠正措施，减轻风险，提供必要的医疗服务，方便员工恢复工作。

The supplier shall also 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.

供应商还应识别，评估和控制工人在工作中不符合人体工程学的风险，例如过度的力量，不适当的提升位置或重复性劳动。供应商应将此过程纳入所有新的或改装的生产线，设备，工具和工作站的认可。

## The environment

### 环境

## Environmental policy

### 环境政策

Suppliers shall comply with all applicable local environmental laws and regulations, and if possible obtain the recommended ISO 14001 certification.

供应商应遵守所有适用的当地环境法律法规，如有可能，取得推荐的 ISO 14001 认证。

Supplier shall prevent or reduce waste production and its harmfulness, should aim at recovery of waste by means of recycling, re-use or reclamation or any other process.

供应商应防止或减少废物产生及其危害性，应致力于通过回收，再用，改良或其他过程来实现废物回收再利用。

Supplier shall take the necessary measures to ensure waste is recovered or disposed of without endangering human health or causing harm to the environment.

供应商应采取必要措施，确保废物回收利用或处置，不危及人体健康或对环境造成危害。

Particular attention should be drawn by suppliers to reduce water consumption and ensure proper water treatment.

供应商应特别注意减少用水量并确保适当的水处理。

Suppliers shall ensure the environmental resources are used responsibly and carefully, and will minimize packaging and packaging waste where possible.

供应商应确保环境资源得到负责任和谨慎的使用，并尽可能减少包装和包装废物。



## Prohibited substances and materials

### 禁止物质和材料

Suppliers shall make sure and provide confirmation to Handicare at first request, that any products provided to Handicare do not contain hazardous substances exceeding the threshold limit values of "EU RoHS" or are covered by legal EU RoHS exemptions.

供应商应确保任何提供给 Handicare 的产品不含超出“欧盟 RoHS”限值的有害物质或符合欧盟 RoHS 豁免规定。Handicare 需要时，供应商必须提供符合信息。

The Supplier shall conform to Article 33(1) of the EU REACH regulation, which states that any Supplier of a product containing substances of very high concern (SVHC) in a concentration above 0,1 % weight by weight (w/w), which are on the candidate list for authorization, shall provide the recipient of the article (Handicare) with sufficient information, to allow safe use of the product including, as a minimum, the name of that substance.

供应商应符合欧盟 REACH 法规第 33 (1) 条的规定，其中明确：任何供应商提供产品含非常高度关注物质 (SVHC) 候选清单中所含物质，其浓度高于 0.1% (按重量)，应向该产品使用者 (Handicare) 提供充足的信息，以便安全使用该产品，至少包括该物质的名称。

The current REACH candidate list of substances of very high concern (SVHC) is published on the internet sites of the European Chemical Agency (ECHA). Supplier will ensure such substances are eliminated in use within their production process.

目前 REACH 高度关注物质 (SVHC) 清单已在欧洲化学品管理局网站上发布。供应商应确保这些物质在其生产过程中被淘汰。

## CO<sub>2</sub> Emissions

### 二氧化碳排放

Suppliers shall promote the development of technologies limiting CO<sub>2</sub> emissions as well as energy saving and recycling solutions. Preference will be given to suppliers who monitor and strive to improve their carbon footprint.

供应商应促进限制二氧化碳排放的技术的开发以及节能和回收的解决方案。监控和努力改善其碳足迹的供应商将享有商业合作的优先权。

**Acknowledgement by Supplier**  
供應商確認

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Signature  
簽名

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Date  
日期

**Revision history**

<i>Revision:</i>	<i>Date</i>	<i>Change description</i>
0	10-03-2017	Initial revision
1	15-06-2017	Multi-lingual entry
1A	19-01-2018	New Group procedure format