

GROBEST

Partner Code of Conduct

合作夥伴行為準則

Introduction

Grobest was built on a foundation of **fairness, honesty, integrity**. We shall all strive to preserve the foundation by bringing these to our everyday business practices. Respect for human rights and a commitment to safe, responsible and sustainable growth are core values of Grobest. This *Partner Code of Conduct* (the “Code”) is based on the standards created by the International Labor Organization, the United Nations Guiding Principles on Business and Human Rights, and the UK Modern Slavery Act. Grobest is committed to ensure high standards of social responsibility and to help increase the enjoyment of human rights in the communities within which we operate.

Grobest intends only to work with reputable suppliers, distributors and business partners who share their commitment to operate ethically, in compliance with all applicable laws, and in conformance with the standards outlined in this Code. This Code explains how we expect all of our business partners to operate. Failure to meet that obligation can lead to termination of a supplier or distributor’s contract.

簡介

全興集團建立在公平、誠實、正直的基礎上。我們都將努力維護該基礎，將這些工作帶到我們的日常商業實踐中。尊重人權和致力於安全、負責和可持續的成長是全興集團的核心價值。

本合作夥伴行為準則(以下稱“準則”)以國際勞工組織制定的標準、《聯合國工商業與人權指導原則》和《英國現代奴隸制法》為基礎。全興集團致力於確保高標準的社會責任，並協助在我們開展業務的社區中增加人權的享有。

全興集團只與信譽良好的供應商、分銷商和業務合作夥伴合作，他們共同承諾遵守所有適用法律並遵守我們行為準則中概述的標準，以合乎道德的方式運營。本《準則》解釋了我們期望所有業務合作夥伴如何運營。未能履行這一義務可能導致供應商或分銷商合同的終止。

Scope

Supplier in this Code means all suppliers, distributors and business partners with whom Grobest contracts. This policy is applied to Grobest and all of its subsidiaries and their suppliers.

The Code may be adapted to the complexity of the contract, but all of Grobest's suppliers are expected to operate in accordance with local and international law and standards regarding human rights.

範圍

本《準則》中的供應商是指與全興集團簽訂合同的所有供應商、分銷商和業務合作夥伴。本政策適用於全興集團及其所有子公司及其供應商。

該準則可能會因合同的複雜性而有所調整，但全興集團的所有供應商都應按照當地和國際法以及有關人權的標準運營。

Standards of Conduct

行為的標準

1. Comply with Law and Code

Regardless of whether they are called out in this Code, all suppliers, are expected to (a) know what laws apply to their activities and (b) conform to both the letter and spirit of those regulations. Legal requirements set a floor for any person or company's behavior, not a ceiling.

Suppliers should also work with their own suppliers to promote business conduct consistent with the principles in this Code.

1. 符合法律法規

無論本《準則》是否有指出，所有供應商都應（a）瞭解哪些法律適用於其活動，（b）符合這些法規的文字和精神。法律的要求是為任何人或公司的行為設定底線，而不是上限。

供應商應與自己的供應商合作，以促進符合本《守則》原則的商業行為。

2. Anti-corruption and Business ethics

Suppliers or any parties on behalf of them may not offer or accept any bribes, kickbacks, advantages or other corrupt practices in conducting business. Suppliers shall comply with relevant laws, regulations and applicable provisions, specifically international anti-corruption standards, including as stated in the UN Global Compact, international and local anti-corruption and bribery laws such as the Foreign Corrupt Practices Act, the UK Bribery Act. Suppliers should avoid any conflict of interest relating to financial interests or other arrangements with Grobest employees that may be considered inappropriate.

2. 反腐敗和商業道德

供應商或代表他們的任何一方在開展業務時不得提供或接受任何賄賂，回扣，利益或其他腐敗行為。 供應商應遵守相關法律，法規和適用規定，特別是國際反腐敗標準，包括《聯合國全球契約》，國際和當地反腐敗及賄賂法律（例如《反海外腐敗法》，《英國反賄賂法》）中所述。 供應商應避免與全興集團的員工發生與財務利益或其他安排有關的利益衝突，而這些利益衝突可能被認為是不合適的。

3. Records, Information and Data Protection

Suppliers shall maintain genuine and honest books and records that reflect all transactions in an accurate and timely manner. Information is an important business asset that must be protected to avoid unwanted disclosure that may harm Grobest business operations, our brand and stakeholders. Suppliers are responsible for safeguarding against abuse or misuse of such information and should not disclose any confidential information to external parties outside Grobest without permission.

3. 紀錄、資訊或資料的保護

供應商應保留真實和誠實的帳簿和記錄，以準確，及時地反映所有的交易情況。資訊是一項重要的商業資產，必須加以保護，以避免不必要的揭露，這可能會損害全興集團業務運營、我們的品牌和利害關係人

供應商有責任防止濫用或誤用此類資訊，並且未經允許，不得向全興集團以外的任何人揭露任何機密資訊。

4. Human Rights

4.1 **Child labor** shall not be used, supported or permitted. While the term “child” is ultimately defined by local law, no supplier may employ any individual under the age of fifteen. Individuals under the age of eighteen may not be employed to perform hazardous tasks.

4.2 Any form of **forced labor** is strictly forbidden. This includes, but is not limited to:

- a. Involuntary prison labor or any form of **bonded labor** may not be used under any circumstances.
- b. Suppliers will only use recruitment companies that **prohibit charging recruitment fees** to the employee and ensure that wages meet applicable host country legal requirements.
- c. Workers may not be required to hand over government issued **identification papers**, passports or work permits as a condition of employment.
- d. All suppliers must make clear that employees are **free to leave** upon delivery of reasonable notice.

4.3 Suppliers are to **respect the rights of workers to associate freely**, including to join (or not to join) a labor union any individual worker sees fit.

4.4 **Discrimination or harassment** on the basis of race, color, caste, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership or marital status will not be tolerated.

4.5 All suppliers are to **compensate employees competitively** relative to the industry and local labor market, in accordance with the terms of applicable collective bargaining agreement (if any), and in compliance with both the letter and spirit of local wage laws. Suppliers may not make deductions as a form of discipline. Any other deductions (e.g., for lodging, uniforms or supplies) must be made with the express consent of the employee unless required by law. Under no circumstances may a deduction bring the worker's take home pay below what is mandated by law and necessary to meet an employee's basic needs and to provide some discretionary income for the employee.

4.6 **Working hours** must comply with all national laws and industry standards. Overtime must be voluntary and compensated as required by relevant law.

4.7 **Harsh and inhumane treatment** is strictly forbidden. This means that physical abuse or discipline (or threat thereof), verbal abuse, sexual or other harassment are not permitted and will not be tolerated.

4.8 All suppliers must provide a **safe and hygienic working environment**, including **worker accommodation** where this is provided by Suppliers.

4. 人權

4.1 不得使用、支持或允許使用童工。雖然"兒童"一詞最終由當地法律界定，但任何供應商不得雇用任何未滿 15 歲的個人。十八歲以下之人不得受雇從事危險任務。

4.2 嚴禁任何形式的強迫勞動。此包括但不限於：

- a. 在任何情況下皆不使用，非自願的禁錮勞動或任何形式的質役
- b. 供應商將僅使用**禁止向員工收取招聘費**並確保工資符合主辦國家法律要求的招聘公司。
- c. 勞動者不得將政府簽發的身份證件、護照或工作許可證作為就業條件。
- d. 所有的供應商必須明白，員工在發出合理的通知後可自由離開

4.3 供應商應尊重勞動者自由結社的權利，包括加入（或不加入）任何工人認為合適的工會。

4.4 不得容許基於種族、膚色、種姓、年齡、性別、性取向、種族、殘疾、宗教、政治派別、工會成員資格或婚姻狀況的歧視或騷擾。

4.5 所有供應商均應根據適用的集體談判協議（如果有）的條款，並按照當地工資法的字義和精神，相對於行業和當地勞動力市場向員工提供具有競爭力的薪酬。供應商不得將扣款作為一種紀律。

除非法律要求，否則任何其他扣減（如住宿、制服或用品）必須經員工明確同意。在任何情況下，扣減都不得使勞動者薪資的淨收入低於法律規定，並應滿足員工基本的需要，並為員工提供一些可自由支配的收入。

4.6 工時必須要符合所有國家法律以及行業標準。加班必須是自願的，且必須按照相關法律規定進行補償。

4.7 嚴格禁止粗暴和不人道的待遇。這意味著身體虐待或紀律（或威脅，不允許亦不容忍發生辱罵、性騷擾或其他騷擾。

4.8 所有供應商必須提供安全衛生的工作環境，包括由供應商提供的勞動者住宿。

5. Product Quality and Safety

Quality and safety of all products and services delivered to Grobest shall meet the quality and safety criteria specified, comply with related regulations and be safe for their intended use.

5. 產品品質與安全

提供予全興集團的所有產品及服務，其品質和安全應符合規定的品質和安全標準，遵守相關法規，並確保其預期用途安全。

6. Environment

Suppliers shall comply with relevant environmental laws and regulations. Resources shall be used in an efficient and sustainable way and Suppliers should strive to minimize their impact on biodiversity, climate and the environment. Waste shall be managed responsibly and Suppliers should strive to reduce or reuse waste as much as possible.

6. 環境

供應商應遵守相關的環境法律和法規。資源應以有效和可持續的方式使用，供應商應努力儘量減少其對生物多樣性、氣候和環境的影響。廢物應負責任地管理，供應商應努力減少或重複使用的浪費。

Implementation

All Grobest suppliers and business partners should read and understand the content in this Code and comply with all relevant policies and procedures as required by Grobest.

Suppliers have the responsibility to inform their employees, subsidiaries and any sub-suppliers to whom they delegate some or all of the supplier's business dealings with Grobest or from whom they source raw materials which may go into Grobest products:

- (a) about the content of this Code and to ensure their compliance; and
- (b) that they may report any violation or suspected violations of the Code without fear or reprisal through our ethics hotline or contact us at ethics@grobest.com

Suppliers/business partners will adopt a reasonable system to monitor and audit compliance with the above standards by their own employees, in their own operations and by any sub-suppliers to whom they delegate some or all of the Supplier's business dealings with Grobest or from whom they source raw materials which may go into Grobest products.

Suppliers will keep accurate, complete and honest records related to Grobest's business which Grobest has the right to monitor to confirm compliance of suppliers. Suppliers agree to make records and other documentation available, in connection with Grobest's business, for review and audit.

Grobest is committed to engaging with suppliers and business partners to improve practices and alignment with this Code. However, a deliberate violation of this Code may lead to suspension of further services, payment or termination of all business connections, in whole or in part, with immediate effect.

This Code is translated into other languages. In case of any inconsistency between languages, the English version shall prevail.

Version 1.0 Last approved by the Grobest Board of Management [October 2019]

實施

所有全興集團的供應商及商業合作夥伴應細讀並了解本準則的內容，並應遵守全興集團要求的所有相關政策以及行為。供應商有責任通知其員工、子公司和他們委託其與全興集團進行部分或全部供應商業務往來的任何轉包商或從他們那裏購買可能成為全興集團原料的供應商，以下資訊：

- (a) 有關本《準則》內容，並確保其合規性；和
- (b) 他們可以通過我們的道德專線舉報任何違反或涉嫌違反《準則》的行為，無需擔心或報復，或撥打 ethics@grobest.com

供應商/業務合作夥伴將採用合理的措施，對自己的員工、自己的運營以及委託其與全興集團進行部分或全部供應商業務往來的任何轉包商或從他們那裏購買可能成為全興集團原料委託供應商進行監控和審核以遵守上述標準的情況。

供應商將保留與全興集團業務相關，準確、完整和誠實的記錄，全興集團有權監控供應商的合規性。供應商同意提供與全興集團業務相關的記錄和其他檔案，以便進行檢查和審核。

全興集團致力於與供應商和業務合作夥伴合作，改進實踐並符合本準則。 但若故意違反本《準則》，可能導致暫停進一步服務、付款或終止所有業務聯繫，全部或部分立即生效。

版本 1.0 由全興集團的董事管理委員會核准[批准日期：25-10-2019]
本《供應商行為準則》將作成不同語言版本，如有抵觸，以英文版為優先。

By signing acceptance of this Code, the Supplier confirms it has received, read, understood and agreed to comply with the Grobest Partner Code of Conduct.

Company Name:

Signature:

Name and Title:

Date:

通過簽署接受本《準則》，供應商確認其已收到、閱讀、理解並同意遵守全興集團的合作夥伴行為準則。

公司名稱：

簽署：

姓名及職位：

日期：