

供應商行為準則

Suppliers' Code of Conduct

身為責任供應商的一員，我們瞭解「誠信」是美琪瑪集團最重要的核心價值之一。美琪瑪集團提倡高標準的從業道德行為規範，以保護來自股東、員工、客戶及社會大眾對美琪瑪公司的信任。美琪瑪集團絕不接受因為個人利益而犧牲公司利益，亦不允許任何形式的賄賂、舞弊、不公平競爭、舞弊，或不正當影響他人決定的行為（此處之「他人」，包括政府官員、司法人員、客戶、供應商和承包商）。任何違反本準則的行為可能損害供應商與美琪瑪之間的業務關係，甚至導致終止雙方的業務關係。

As responsible suppliers, we understand integrity is one of Mechemma Group important core value. Mechemma Group also promotes good ethical behavior to protect the trust of its shareholders, employees, customers, and the general public. Mechemma does not tolerate the personal interest conflict with Mechemma benefit, nor tolerate any form of corruption, fraud, unfair competition, nor tolerate improper influence decision making of anyone, including government officers, judicial officers, clients and their suppliers or vendors. Any violation of the Code of Conduct may damage the business relationships between suppliers and Mechemma, and even lead to the termination of business relationship.

本準則借鑒國際公認的標準：《聯合國全球契約十項準則》、《兒童權利公約》、《最低工作年齡公約》、《國際勞工標準》、《聯合國反腐敗公約》、《國際勞工組織安全與健康實施準則》等，概述了美琪瑪對供應商行為的期望和要求，以及勞工和人權、健康及安全、環境保護以及道德規範的負責任行為。

This Code of Conduct refers to internationally recognized standards: *Ten Criteria for the United Nations Global Compact, Convention on the Rights of Children, Minimum Working Age Convention, International Labor Standards, UN Convention against Corruption, Guidelines for the Safety and Health of the International Labor Organization* and etc. It summarizes the expectation and requirement of Mechemma on its suppliers' behaviors and responsible behaviors including labor and human rights, health and safety, environment protection and ethics.

第一章：勞工和人權

Provision 1: Labor and Human Rights

1. 禁止童工：供應商僱傭員工必須符合當地法律規定的最低法定年齡。符合法律、法規規定。

No Child Labor: the employee hired by the supplier shall meet the minimal age required by the local laws and regulations.

2. 強迫或強制勞動： 供應商不可以用任何形式的強迫或強制勞動。
Forced or Involuntary Labor: supplier shall not use forced or involuntary labor of any type.
3. 懲罰措施： 供應商應該給與所有員工尊嚴與尊重。 供應商不得參與或容忍對員工採取體罰、精神或肉體脅迫以及言語侮辱的行為， 不允許以粗暴、 非人道的方式對待員工。
Punitive measures: Supplier shall treat all employees with dignity and respect. The supplier shall not engage in or tolerate corporal punishment, mental or physical coercion or verbal abuse of employees, and shall not treat employees in a rude or inhuman manner.
4. 工作時間： 供應商應當遵守關於工作時間的國際公約和當地的法律法規。
Working hours: Supplier shall obey the international conventions or local laws
5. 工資與福利： 供應商應遵照地方及國家法律規定， 給員工提供合理的工資及福利， 包括關於最低工資、加班時間和其它補償相關的法律。 所有員工的工資不得低於法定最低工資。
Wage and Benefit: supplier shall provide its employees reasonable wage and benefit according to the local and national laws and regulations, including those relating to minimum wages, overtime hours and other elements of compensation. The wages of all the employees shall not be less than the statutory minimum wage.
6. 歧視： 供應商在招聘和僱傭員工時， 不得因種族、 宗教信仰、 年齡、 國籍、 性取向、 性別、 性別認同和性表現、 婚姻狀況、 懷孕、 政治派別或殘障等其它類似因素而歧視他人。 不得要求員工或應聘者接受帶有歧視性質的醫學檢查。
Discrimination: Supplier shall not discriminate in hiring and employment practices on grounds of race, religion, age, nationality, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, disability and etc. Supplier shall not require its employees or applicants undertake medical examination with discriminatory nature.
7. 結社自由： 在法律允許範圍內， 供應商不得干涉、 阻擾或禁止員工組建或加入各類組織、 選舉代表、 參與集體談判以及開展各項合法活動。
Freedom of Association: Supplier shall not interfere, obstruct or forbid its employees to establish or join all kinds of organizations, electing representatives, participating in collective bargaining and carrying out any legal activities.

第二章 健康與安全

Provision 2: Health and Safety

1. 職業安全： 供應商應通過合理的工程設計、 程序控制和預防維護來識別、 評估、 消除安全隱患。 應當向員工提供與工作相關且適當的個人防護裝備， 並開展相關培訓和指導。
Occupational safety: Supplier shall identify, assess and eliminate safety hazards through reasonable engineering design, process control and preventive maintenance. The supplier shall provide its employee with proper personal protective equipment relevant to the work as well as relevant training and guidance.

2、應急管理：供應商應識別並評估緊急情形和緊急事件，並通過實施應急方案及應對程式將其影響降到最低，包括：緊急報告、員工通知和撤離程式、員工訓練與演習、適當的火災偵測及撲滅設備、充足的出口設施和複原計劃。此類計畫和程式應盡可能減少對人身、環境和財產的危害。

Emergency Preparedness: Suppliers shall identify and assess potential emergency situations and events, and implement emergency plans and response procedures to minimize their impact, including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and extinguishing equipment, adequate exit facilities and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment and property at the greatest extent.

3、工傷和疾病：供應商應當制定合適的程式和體系以預防、管理、跟蹤和報告工傷和疾病，包括以下規定：鼓勵員工報告；對工傷和疾病案例進行分類和記錄；提供必要的醫療服務；調查案例並採取糾正措施以消除影響；幫助員工重返工作。

Occupational Injury and Illness: Supplier shall have procedures and systems in place to prevent, manage, track and report occupational injury and illness, including provisions to: encourage worker reporting; classify and record injury and illness cases; provide necessary medical treatment; investigate cases and implement corrective actions to eliminate their causes; and facilitate return of workers to work.

4、生活條件：供應商應當為員工提供乾淨的衛生間設施、飲用水以及清潔食物準備、儲藏與用餐設施。供應商或勞工代理機構提供的員工宿舍應保持潔淨安全，並提供適當的緊急出口、洗浴熱水、充足的供暖和通風，以及合理的出入方便的私人空間。

Living Conditions: Supplier shall provide workers with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the supplier or a labor agent shall be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, and reasonable personal space along with reasonable entry and exit privileges.

5. 健康與安全資訊溝通：供應商應向員工提供以員工主要語言授課的適當的健康安全培訓。健康與安全相關資訊應張貼在現場醒目處。

Health and safety information communication: Supplier shall provide workers with appropriate safety training in their primary language. Health and safety related information shall be clearly posted in the facility.

6. 機器防護：供應商須對生產設備和其他機械進行安全危害評估，並為可能導致員工受傷的機械提供物理防護裝置、連鎖裝置及屏障，並正確進行維護。

Safety Guarding: supplier shall evaluate its production and other machinery for safety hazards, provide physical protection devices, interlocks and barriers, where machinery presents an injury hazard, and properly maintain them.

第三章：環境

Provision: Environment

1、 供應商應遵守所有與環保相關的法律法規。

Supplier shall comply with all applicable laws and regulations regarding environment.

2、 防止污染及節約資源：應在源頭上或通過實踐（如改進生產、維護和設施工藝、替換材料、節約資源、材料回收和再利用等）減少和消除所有類型的資源耗費和污染（包括水和能源）。

Pollution Prevention and Resource Reduction: The use of resources and generation of waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

3、 有害物質：供應商應當識別和控制釋放到環境中會造成危險的化學物質及其他材料，確保這些物質得到安全處理、運輸、存儲、使用、回收或再利用和處置。

Hazardous Materials: Supplier shall identify and manage chemicals and other materials posing a hazard if released to the environment to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

4、 供應商應保護您的員工和鄰居的生命及健康，以及由於您的工藝和產品固有的風險所涉及的公眾。

Supplier shall protect life and health of its employees and neighbors, as well as the public involving from inherent risk from processes and products.

5、 控制和處理廢水及固體廢物：供應商在經營、工業加工和清潔設施中產生的廢水及固體廢物在排放或處置前，應當按照要求對其進行監測、控制和處理。

Control and Disposal of Wastewater and Solid Waste: For the wastewater and solid waste which are generated during the operation, manufacturing, and facility cleaning, supplier shall monitor, control and treat them according to the requirement before being discharged or disposed.

6、 氣體排放：供應商在經營過程中產生的揮發性有機化學物質、腐蝕性氣體、微粒、臭氧消耗化學物質以及燃燒副產品等廢氣在排放之前，應當按照相關要求對其進行鑒別、監測、控制和處理。

Air Emissions: according to relevant requirements, supplier shall identify, monitor, control and treat the VOCs, corrosive gases, particulates, Ozone-depleting chemicals and Combustion by-products which are generated by the manufacturing process before discharging.

7、 供應商應有效地利用資源，採用節能環保的技術，減少固廢以及向空氣、水體和土壤的排放。

Supplier shall use resources efficiently, apply energy efficient and environmental friendly technologies, reduce waste and emissions to air, water and soil.

第四章：道德規範

Provision 4: Ethics

1、 商業誠信：供應商應採取零容忍政策，禁止任何形式的賄賂、腐敗、敲詐勒索和挪用公款行為。所有業務交易均應確保透明並應在參與者業務帳目和記錄中準確反映。應推行監督和強化程式以確保符合反腐敗法的要求。

Business Integrity: Supplier shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement. All business dealings should be transparently performed and accurately reflected on

Participant's business books and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

2、資訊公開：供應商應依照適用法規和主要的行業慣例公開有關商業活動、組織結構、財務狀況、勞工、健康與安全和環境的資訊。

Disclosure of Information: Supplier shall disclose the information regarding its business activities, structure, financial status, labor, health and safety, and environmental practices according to applicable laws and prevailing industry practices.

3、社區參與：鼓勵供應商參與社區活動，以推動社區的社會和經濟發展。

Community Engagement: Supplier is encouraged to join the community activities to promote social and economic development.

4、身份保護和無報復政策：供應商須建立匿名投訴機制，確保舉報者身份的機密性和匿名性，禁止報復行為。

Identity Protection and Non-retaliation: Supplier shall establish an anonymous complaint mechanism to ensure the confidentiality, anonymity of whistleblower is protected, and prohibit retaliation.

5、智慧財產權保護：供應商應尊重智慧財產權，保護客戶資訊的安全。

Protection of Intellectual Property: Supplier shall respect intellectual property rights and safeguard customer's information.

6、反壟斷及反不正當競爭：供應商應遵守所有適用的國家和國際反壟斷和貿易控制的法規。合作夥伴不得獨自或夥同其他合作夥伴進行壟斷市場或不正當競爭的行為。

Anti-Trust and Unfair Competition: Supplier shall comply with all applicable national and international regulations of anti-trust and trade control. Partner is prohibited to have monopoly or unfair competition alone or with other partners.

7、負責任的礦物採購：具體要求請參照此行為準則的補充《關於鈷負責任採購的供應商標準》，這個準則的補充是完全按照《經濟合作與發展組織關於來自受衝突影響和高風險區域的礦石的負責任供應鏈盡責管理指南》（第三版）而制定的。

Responsible Sourcing of Minerals: Regarding detailed requirement, please refer to the supplement of this Code of Conduct, "Supplier Standard for Responsible Sourcing of Cobalt" which is fully aligned with the *OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas*.

第五章：公司治理

Provision 5: Company Management

1、管理責任和義務：供應商應設有社會責任（CSR）部門或類似崗位，直接向行政管理層報告，承擔並擁有管理企業的社會和環境合規要求的責任及權力。

Management Responsibilities and Obligations: supplier shall set up a Corporate Social Responsibility (CSR) Department or similar position that reports directly to executive management who has the responsibility and authority to manage social and environmental compliance requirements for the business.

2、風險評估與管理：供應商應制定並維護和識別與業務相關的勞工權利與人權、健康與安全、環境、商業道德及法律合規風險的制度，並執行適當的程序和措施來緩解已識別的風險。

Risk Assessment and Management: Supplier shall develop and maintain a procedure to identify the risks in labor and human rights, health and safety, environmental, business ethics, and legal compliance associated with its operations; implement appropriate procedures and controls to mitigate the identified risks.

3、資訊溝通：供應商應擁有向員工、下級供應商和客戶清晰、準確傳達其績效、實踐、政策和期望等相關資訊的流程。

Information Communication: Supplier shall have processes to accurately communicate with employees, vendors and customers about the practices, policies and expectations.

4、糾正措施流程：對於通過內部和外部審核、評估、檢查、調查或評審等發現的不足或違規行為，供應商應擁有及時開展糾正措施的流程。

Corrective Action Process: Supplier shall have a process to correct any deficiencies or violations timely identified by an internal or external audit, assessment, inspection, investigation, or audit.

我們期待您的承諾，並攜手一起為企業供應鏈的可持續發展做出貢獻。

We expect your commitment and we hold on together to contribute to the sustainable development of the corporate supply chain.