



Suppliers' Code of Conduct

供应商行为准则



360° Principles and Values

原则与价值观

Suppliers' Code of Conduct

供应商行为准则



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Convenience translation. In case of doubt, the German version shall apply.

For the sake of simplicity and easier reading this or similar designations of individual persons or groups include both sexes.

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为了简化语言和便于阅读，这些个人或团体名称或类似名称意指两种性别。

英文翻译无约束力。如存在疑问，以德语版本为准。

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1. Foreword

The Suppliers' Code of Conduct of the H&R Group is based on the recognized principles of sustainability: continuous economic growth, respect for the environment, sensible use of resources as well as improvement of the quality of life of present and future generations.

These principles are an integral part of important internal regulations of the H&R Group. Our employees follow these principles in their daily business processes.

All this emphasizes that the H&R Group takes responsibility for the implementation of social, ecological and ethical standards.

The H&R Group supports a close and trusting relationship with its suppliers, respecting the applicable laws and legal requirements at the same time.

This Suppliers' Code of Conduct is therefore made available for our suppliers, requiring that these principles will be fully respected and followed.

This Code of Conduct forms an integral part of the supplier selection and evaluation process in the H&R Group.

In the event that national and/or international laws, regulations or industry standards provide for more and/or more stringent rules, they must be given priority.

October 2019

1. 前言

H&R 集团 供应商行为准则 以公认的可持续发展原则为基础：经济的持续增长、对环境的重视、资源的可持续利用，同时改善当前和未来几代人的生活质量。

这些原则是 H&R 集团重要内部规范中不可分割的组成部分。我们的员工须在日常工作中遵循这些原则。

这说明 H&R 集团承担着实现社会、生态和道德标准的责任。






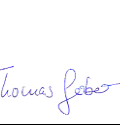
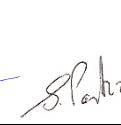

H&R 集团倡导与供应商建立密切和相互信任的业务关系，同时遵守现行的法律和法规。

我们向供应商提出这些行为准则，并要求这里所阐述的原则得到尊重和遵守。

遵守本行为准则是 H&R 集团对供应商选择和评估程序中不可或缺的组成部分。

如果国家和/或国际法律、法规或行业标准提供了更详细和/或更严格的规则，那么应当优先遵守这些规则。

October 2019

							
N. Hansen	N. H. Hansen	S. Hansen	D. Wösten	T. Gerber	S. Parkinson	Y. H. Luo	J. Girg

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2. Principles and Values

2.1. Ethics

The fulfillment of social responsibility of the suppliers is characterized by ethical and proper conduct.

2.2. Business Integrity

The H&R Group operates exclusively on the excellent quality of our products. We do not tolerate corruption or any other unfair commercial practices which might lead to any gain or advantages. Our suppliers operate in the same way, with excellent quality of products and services. They show the same attitude concerning corruption or any other unfair commercial practices which might lead to any gain or advantages.

Suppliers and their employees behave in such a manner that no personal dependence, obligation or influence arise. Bribery payments, gifts or other benefits or offer or promise of such advantages that could represent a personal benefit for the employees of the H&R Group from the business relationship with the supplier are not allowed.

2.3. Fair Competition

Suppliers ensure that they conduct their business in line with fair competition and in accordance with all applicable competition and anti-trust laws. They do not make any unsuitable agreements and arrangements which influence prices, terms, quantities or business relations. Free and fair competition is not unduly affected.

2.4. Protection of Privacy / Intellectual Property Rights

Confidential information is only used appropriately, and according to the current law, by suppliers and it is protected according to the legal regulations. Data to be protected, and the valid intellectual property rights of the H&R Group, are secured properly according to the legal regulations by their own employees and business partners.

2.5. Treatment of Employees

The human rights existing in suppliers' companies are respected and the treatment of employees is fair and respects and protects the personal dignity and privacy of every individual.

2. 原则和价值诉求

2.1. 道德标准

供应商履行社会责任的特点是道德操守和正直的行为。

2.2. 商业诚信

H&R 集团凭借过硬的产品质量使人信服，不容忍任何形式的贪污或其他可能带来潜在利益优势的不正当商业行为。我们的供应商也同样通过其产品和服务质量取信于人。关于贪污或其他可能带来潜在利益优势的不正当商业行为，他们持有相同的态度。

供应商及其员工的行为方式不得造成任何人身依附关系、责任或影响。禁止贿赂、送礼或其他赠予行为，这些行为可从与供应商的业务关系中带来个人利益，或者提供或承诺这种利益。

2.3. 公平竞争

在竞争中，供应商应当遵守各项适用的竞争法规以及卡特尔法相关法律规定。不得签订任何影响诸如价格、条件、数量或业务关系的非法协议和契约。自由和公平竞争不得受到不正当损害。

2.4. 机密信息/知识产权保护

供应商只能根据各项适用法律以适当的方式使用机密信息，这些信息受到适用法律的相应保护。H&R 集团的敏感数据和知识产权在其员工和合作伙伴中得到符合相关法律要求的妥善保护。

2.5. 员工关系

现有的人权应得到尊重，员工应受到公平对待和尊重，以保护其人格尊严和个人隐私。

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2.6. Child Labour / Compulsory Labour / Illegal Employment

All forms of child labour and compulsory labour are prohibited. Each employee of the supplier performs his activities on a voluntary basis and can terminate his employment in compliance with applicable notice periods.

Suppliers reject and avoid all forms of illegal work of employees because this will undermine the labour market and the social security systems.

2.7. Occupational Safety / Health Protection

In order to ensure a safe and healthy workplace, suppliers follow all relevant legislations, regulations and directives in the country in which they operate or any other location where production or work is undertaken.

All work is carried out in a healthy and safe working environment (e.g. protected from accidents and dangerous substances), and the employees have received the necessary protective equipment, adequate training or necessary instructions. Employees under the age of 18 must not perform hazardous work.

2.8. Non-Discrimination

Equal treatment of all employees is a fundamental principle of the suppliers' corporate policy.

No employee shall be discriminated against, harassed, encouraged or excluded due to his ethnic or racial status, colour, nationality, language, descent, religion, social origin, disability, physical characteristics, sexual orientation, health situation, political affiliation, sex, age, appearance, union membership, parental status or any other legally protected characteristics.

2.9. Fair Dignified Treatment

Suppliers ensure that everyone is treated free from sexual harassment, sexual abuse, corporal punishment or torture, mental or physical force, or verbal abuse, and without the threat of such treatment.

2.10. Working Hours, Wages and other Benefits

Working hours for suppliers' employees are to comply with the applicable national law.

Compensation paid to employees complies with applicable national wage laws (e.g. minimum wages, overtime or other benefits according to local law) and ensures an adequate standard of living. Payment and respective calculations are to be provided to the employee in a timely manner.

2.6. 童工劳动/强制劳动/非法就业

禁止任何形式和方式的童工劳动和强制劳动。供应商的每位员工都须自愿从事其职业，并且可以依照相关适用的解约通知期限终止雇佣关系。

供应商也应当抵制任何形式的雇员非法就业，因为这会破坏劳动市场和劳动保障体系。

2.7. 职业安全/健康保护

为了确保工作场所的安全和卫生，供应商应遵守一切相关法律法规以及国家或各个生产或经营地点的规定。

所有工作都应在一个健康和安全的环境中（例如提供防止事故和有害物质）进行，员工应得到其工作所必需的防护装置与培训或指导。未满 18 岁的员工不得从事危险工作。

2.8. 非歧视原则

平等对待所有员工是供应商公司政策的一项重要原则。

任何员工不得由于种族或人种、肤色、国籍、语言、出身、宗教信仰、社会背景、残疾、身体条件、性取向、健康状况、政治立场、性别、年龄、外貌或组织成员身份、可能存在的父母亲身份或其他受到法律保护的特质而受到歧视、骚扰、照顾或排挤。

2.9. 公平人道待遇

供应商应确保每位员工受到公平对待，避免受到性骚扰、性虐待、体罚或刑讯、精神或肉体胁迫或言语侮辱以及任何此类行为的威胁。

2.10. 工作时间、报酬和其他福利

供应商应遵守关于工作时间的相关法律规定。

员工的报酬应符合适用的法律（其中包括最低工资、加班工资或其他法定福利），并确保适当的生活标准。报酬的支付与计算应当及时完成并交付员工。

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It is recommended that suppliers offer their employees adequate training and educational opportunities.

2.11. Freedom of Assembly / Freedom of Association

Suppliers are committed to an open and constructive dialogue with their employees and workers' representatives. In accordance with local laws, suppliers will respect the right of their employees to assemble and to associate freely, join labour unions, seek representation, join works councils and engage in collective wage negotiations. Suppliers do not disadvantage employees who act as workers' representatives.

Employees have the right and opportunity to express their opinion openly and without fear of harassment or restrictions on their working conditions, or similar.

2.12. Environmental Protection / Sustainability

The supplier's environmental policy should comply with applicable legislation and regulations regarding the protection of the environment and sustainability.

Ways to optimize the environmental impact of facilities, processes, products and services should be sought continuously.

This leads to the efficient use of natural resources and the use of environmentally friendly, energy-saving and safe production processes.

Suppliers are prepared for operational disruptions and are equipped with measures to protect their employees as well as the environment as much as possible from impacts arising in their business surroundings.

2.13. Data privacy

The H&R Group complies with the relevant data protection regulations and supports the privacy of personal data of its employees, business partners and any third-party. Personal data are recorded and processed for regular business operations insofar it is allowed by relevant laws and corporate directives of H&R.

The H&R Group shall ensure appropriate security of personal data entrusted to it by protecting them against unauthorized or unlawful processing, accidental loss, destruction or damage (confidentiality).

供应商应向其员工提供相应的培训和进修机会。

2.11. 集会自由/结社自由

供应商应与其员工和员工代表保持开放和建设性的交流。依据相关适用法律，供应商应尊重员工自由集会和结社、加入工会、任命工人代表、组成职工委员会和进行劳资谈判的权利。担任工人代表的员工不得受到歧视。

员工享有公开表达其意见的权利和机会，无需担心受到刁难或工作条件限制以及类似对待。

2.12. 环境保护/可持续发展

供应商的环境保护政策应切实有效，符合适用法律与相关法规保护环境和注重可持续发展的要求。

不断寻找方法来优化设备、工艺、产品和服务对环境的影响。

这将有助于实现对自然资源的有效利用，实现环保、节能与安全的生产工艺。

在出现故障的情况下，供应商应有充分准备，并具备相应的措施以尽可能保护其员工和环境，使其不受工作环境所产生后果的影响。

2.13. 数据保密

H&R 集团遵守相关数据保护法规，并支持其员工、业务合作伙伴和任何第三方的个人数据的隐私。在相关法律和 H&R 规定的范围内，对个人数据进行记录、处理，用于正常的商业运营。

H&R 集团将通过保护个人数据免受未经授权的或非法的处理、意外丢失、破坏或损坏（保密性），确保所委托的个人数据的恰当的安全。

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The supplier also complies with applicable data protection regulations when personal data is collected and processed, in particular in accordance with the EU General Data Protection Regulation (GDPR), German Federal Data Protection Act and other national data privacy regulations. This occurs exclusively for purposes that are which are legally permissible. The Supplier shall ensure appropriate technical and organizational security and confidentiality of personal data, including protection against unauthorized or unlawful processing, accidental loss, destruction or damage.

The publication, passing to a third person and transfer of data in third countries (a location outside of a Member State of the European Union or a Contracting State of the European Economic Area) need the previous written approval.

2.14. Money laundering

Suppliers ensure to comply with all applicable regulations regarding the prevention of money laundering and not to participate in any money laundering activities.

2.15. Conflicts of interests

We expect our suppliers to be objective in their decision making and avoid conflicts of interest based on private, business or other factors.

2.16. Compliance with the Supplier Code of Conduct

A management system of the supplier supports the implementation, ensures compliance and verifies the principles of the Code of Conduct.

Suppliers use their best efforts that these principles are also observed by their other business partners involved in the delivery of the main products and services described in the contract and are taken as a basis in their business conduct.

Any substantial violation of a supplier of the obligations to the H&R Group mentioned in this Code of Conduct for Suppliers might be considered as a fundamental breach of contract by the supplier.

Suppliers guarantee that, in case of doubt, the H&R Group itself or any third party authorized by the H&R Group is allowed, subject to professional discretion to perform a verification of supplier compliance with the principles set forth in this Code of Conduct. The suppliers commit to support the clarification by the H&R Group that all legal regulation are complied with (e.g. data protection, competition and anti-trust law) using best efforts.

在收集和处理个人数据时，供应商也遵守适用的数据保护法规，特别是根据欧盟一般数据保护条例（GDPR）、德国联邦数据保护法案和其他国家数据保密法规。这完全出于法律允许的目的。供应商应确保个人数据的适当技术和组织安全和机密性，包括防止未经授权的或非法的处理、意外丢失、破坏或损坏。

发表或泄露给第三方，或在第三方国家（欧洲联盟成员国之外或欧洲经济区缔约国）传递数据须事先经过书面批准。

2.14. 洗钱

供应商应确保遵守有关防止洗钱的所有现行规定，不得参与任何洗钱活动。

2.15. 利益冲突

我们期望我们的供应商在决策中是客观的，避免基于私人、业务或其他因素的利益冲突。

2.16. 供应商行为准则的遵守

供应商的管理体系应支持本行为准则各项原则的执行、遵守和检查。

供应商应尽其所能确保这些行为准则也能得到其合作伙伴的遵守，这些合作伙伴参与提供主合同中所描述的产品和服务。

供应商如有任何明显违反供应商行为准则中所述的 H&R 集团责任的行为，可被视为重大违约。

供应商同意在特殊情况下，允许由 H&R 集团认可的有职业保密责任的第三方，对本行为准则所定原则的遵守情况进行审查。供应商应尽最大努力支持 H&R 集团在符合相关法律规定（例如，关于数据保护、竞争法和卡特尔法）的情况下进行这类调查。