

Supplier(供应商):

D-U-N-S Number(邓白氏编码):

Code of conduct for suppliers 供应商行为准则

1. Introduction 引言

Long-term cooperation, mutual commitment, sustainability and social responsibility are important principles for Geberit. Therefore these principles are of particular importance in the procurement of raw materials, semi-finished and finished products and services. We also expect our suppliers to adhere to these principles.

长期的合作、双方的义务、可持续发展以及社会责任是 **Geberit 的重要准则**。因此，对于吉博力集团原材料、半成品、成品以及服务方面的采购和供应商来说，都要贯彻和遵守这一准则。

This code applies to all Geberit suppliers worldwide. The requirements of this code extend to all employees of the supplier, regardless of their role or relationship with the supplier. This code therefore also applies to workers who are employed informally, on short-term contracts, or on a part-time basis.

此项准则适用于 **Geberit 全球的供应商**。此项准则要求适用于供应商的所有员工，不论其是什么职位和与供应商是什么关系。因此该准则对于那些非正式的、订立短期合同的、兼职的员工也同样适用。

To the extent that it is reasonable and possible, suppliers will actively encourage their suppliers or subcontractors to comply with the guidelines of this code. Geberit may explicitly require suppliers to also extend this code to selected sub-suppliers.

供应商应在任何必要和可能的情况下积极致力于促使其配件供应商或分包商同样遵守该准则的各项规定。**Geberit 可以明确要求供应商将此准则也用于选定的分包商。**

The observance of this code is a mandatory component of any type of business relationship between Geberit and its suppliers.

遵守此项准则是 **Geberit 与供应商签订合同或协议的必要组成部分。**

This code is based on internal Geberit and external guidelines and standards:

此项准则以 **Geberit 内外方针、规范和标准**为基础:

- the Geberit Corporate Code of Conduct
Geberit 行为准则
- the United Nations Universal Declaration of Human Rights
联合国人权宣言
- the United Nations Convention on the Rights of the Child
联合国《儿童权利公约》
- the ILO (International Labour Organization) Declaration on Fundamental Principles and Rights at Work
ILO（国际劳工组织）的基本原则和国际劳工标准
- the principles of the United Nations Global Compact
联合国《全球契约》的原则

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2. Geberit's commitment

Geberit 承担的义务

Geberit is committed to:

Geberit 承诺:

- complying with the same principles as required from suppliers
遵循供应商所适用的准则
- actively cooperating with its suppliers to promote these guidelines
与供应商积极合作推行这些准则
- communicating transparently with its suppliers
与供应商坦诚地交流
- providing this code in the respective national language at the supplier's request.
根据供应商要求，向其提供本地语言的准则。

3. Suppliers' commitment

供应商承担的义务

Geberit requires that its suppliers observe the following guidelines:

Geberit 要求其供应商，遵守如下准则：

Compliance with laws

遵守法规

The supplier shall fully comply with local, national and international laws that are relevant for the supplier's business.

完全遵从当地、国家和国际上有关供应商业务活动的相关法律。

Protection of human rights

保护人权

Suppliers shall commit to upholding the human rights of their employees. No employee shall be discriminated against by the supplier or by any of its employees, e.g. owing to nationality, religion, age, ethnic origin, sex or sexual orientation. Child and forced labour is strictly prohibited.

Employees have the right to form unions or join associations of their choice, without any restrictions or consequences.

供应商必须尊重员工的人权。供应商及其雇员不得歧视任何员工，例如在国籍、宗教、年龄、人种、性别或性取向方面。不得使用童工并让其从事强迫性劳动。

员工有权建立工会组织或参加自选的协会，没有限制且不用承担任何后果。

Occupational health and safety

职业健康与安全

The supplier shall ensure that its employees are offered a safe and healthy working environment including, but not limited to, protection against fire, accidents and hazardous substances. The supplier shall provide adequate sanitary conditions and establish health and safety policies and procedures, including training, which must be followed.

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供应商必须确保其员工在安全、健康的环境下工作，包括但不限于防火，防事故以及免受危险物质的伤害。必须建立和遵循适当的卫生条件、健康和安全的方针及程序以及培训。

Remuneration and training
报酬与培训

The supplier shall always pay a “reasonable wage”. This wage must enable the employee to cover his/her basic needs as well as those of his/her family, and also to have some discretionary income. Overtime shall be compensated according to the legal requirements. Wages shall be paid in legal tender and on a regular basis. Deductions from wages shall be transparent and must never be used as a disciplinary measure.

The suppliers commit to providing training for the professional development of their employees.

供应商要为其员工提供“适当的工资”。这一报酬确保能够保障员工及其家属的基本生存所需，且使其拥有可自由支配的收入。加班要按照法规支付相应的补偿。工资要按期以法定的货币支付。工资的扣款要明晰，且工资扣款不能作为纪律措施使用

供应商有义务促进员工的职业发展。

Environmental protection
环保

Through their own initiative and responsible corporate management, suppliers must strive to minimise the adverse environmental impacts of their activities, products and services, for example by:

供应商必须采取积极行动进行负责任的管理，尽力减少经营活动、产品和服务对生态环境的不良影响，例如在以下方面：

- reducing waste
减少废物
- improving their energy efficiency
提高能效
- minimizing and safeguarding hazardous substances
减少和安全保管其危害物质
- using environmentally sound technologies
使用环保技术

High integrity
高度的诚信

High integrity must be an integral part of the supplier's corporate philosophy. In this sense, the supplier is obliged to:

高度的诚信是企业文化的主要组成部分。如此说来，供应商必须承诺：

- abstain from bribing, or using any other method, to unjustly influence the public, officials, judiciary and/or any representatives of business partners
禁止采用贿赂或其他不公正的手段来影响公众、官员、司法和/或任何业务伙伴。
- abstain from offering Geberit employees perks such as free products and services (e.g. hotel accommodation) in order to positively influence business with Geberit

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不得以任何方式向 Geberit 的员工提供好处，如提供免费商品或者服务（例如：酒店住宿），以使供应商与 Geberit 的业务便利化。

- refrain from participating in activities which are detrimental to free competition, including cartels and price agreements
不得参与对自由竞争产生不利影响的任何活动，包括企业联盟、价格固定协议。
- respect international intellectual property rights
遵守国际知识产权法。

4. Implementation and monitoring

执行和监督

An on-site audit will be carried out whenever Geberit thinks this to be necessary. Such an audit is normally agreed upon in advance with the supplier.

Geberit 认为必要时可随时进行现场审核。通常情况下，进行该项审核必须提前与供应商进行协调。

Unless they are already part of the supplier's own code of conduct, the supplier shall communicate the standards and guidelines included in this code to all employees. Upon request by Geberit, the supplier shall maintain appropriate records to demonstrate compliance with the requirements of this code.

如果此准则中包含的标准和规定尚未纳入供应商的内部准则，则供应商必须将这些内容传达给所有员工。按照 Geberit 的要求，供应商必须保留与此准则相关的纪录，用以证明其遵守此行为准则。

Geberit will monitor the suppliers to evaluate their compliance with this code. Monitoring can be carried out through a self-assessment form as well as on-site inspections. The frequency and contents of these supplier audits will depend on the type of business relationship in question and the risk profile of the production processes or services concerned. Geberit will treat all findings and conclusions of such audits as confidential and will not forward them to third parties.

Geberit 通过其供应商对此项准则的遵守进行监督。评估既可使用自我评价表也可通过现场审核来进行。审核次数和审核内容由供应商的相关业务类型、相关生产流程或服务的风险状况所决定。吉博力将把所有的审核中发现的问题点和结论都为机密不会转发给第三方。

5. Non-compliance and Integrity Line for suppliers

违背准则（“non-compliance”）和供应商诚信热线

Any non-compliance from the supplier with the provisions set forth in this code is deemed a serious violation of the contractual agreements. In the event that the supplier fails to correct this non-compliance, Geberit shall be entitled to terminate the cooperation after consultation with the supplier, and with immediate effect in case of emergency.

供应商任何与此准则违背的行为将会被视作严重违反合同约定。供应商若不能进行整改，Geberit 在与供应商进行协商后有权在紧急情况下立即中止与其的业务往来。

Geberit provides external stakeholders a dedicated communication channel for reporting serious compliance concerns. The Geberit Integrity Line [Geberit Integrity Line](#) is operated by an independent third party. The Integrity Line enables persons to report in most cases in their own

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language as well as in English. Reports can be made via phone or web system. Both systems are easy to use. After a report is done, a written version of the voice message or the web report will be translated and sent by the third party to Head of Corporate Human Resources of the Geberit Group in Switzerland.

Geberit 为外部利益相关方提供报告严重合规问题的专门沟通渠道。Geberit Integrity Line [Geberit Integrity Line](#) (Geberit 诚信热线) 由独立第三方管理。诚信热线在大多数情况下可以让人们使用自己的语言及英语进行报告。报告可以通过电话系统或网络系统进行。这两种系统都非常容易使用。完成报告后，语音信息或网络报告的书面版本将由上述第三方翻译并发送给瑞士 Geberit 集团的公司人力资源部主管。

Geberit will not have access to the recorded voice message or the email with its IP address. All reports will be treated as confidential and all concerns are taken seriously and appropriate actions will be taken.

Geberit 无法凭借其 IP 地址来访问录制的语音信息或电子邮件。所有报告将保密处理，所有问题将严肃对待，还将采取适当措施。

Geberit will not accept any discrimination of or retaliation against individuals who report compliance concerns in good faith.

Geberit 绝不容忍针对善意报告合规问题的个人采取任何歧视或报复行为。

Signatures

签字盖章

I hereby confirm that I have read and understood the content of this code:

在此，我确认我已经阅读并理解此准则中的内容。

Name(s) of the supplier

供应商名称

(evtl. Company stamp)

Name(s) and function(s)
of the Person signing

签署人的姓名和职务

Date

日期

Signature(s)

签字