

## Statement of Corporate Social Responsibility and Commitment

### I. Statement of Social Responsibility.

In order to improve the awareness of CSR of our company and suppliers, according to our social responsibility policy, we list the following principles and requirements, and ask our suppliers to carry out self-checks according to these principles and requirements, and jointly establish a healthy and benign supply chain.

#### 1. Business Ethics Requirements.

1.1 All business activities follow the standards of integrity, prohibit any form of corruption, extortion and embezzlement, money laundering and other acts, should be implemented to monitor and strengthen procedures to ensure compliance with the requirements of clean business.

1.2 Bribes or other forms of improper gain shall not be offered or accepted, and the value of appropriate gifts shall be moderate.

1.3 Disclose information about business activities, organisational structure, financial position and performance in accordance with applicable regulations and key industry practices.

1.4 Respect intellectual property rights and transfer of technology and production experience in a manner that properly protects intellectual property rights.

1.5 Standards for fair trading, advertising and competition are established and the company has measures in place to protect customer information.

1.6 Procedures are in place to protect suppliers and employee whistleblowers and ensure the confidentiality of their identities.

#### 2. Labour Requirements.

##### 2.1 Child and Youth Labour Protection

2.1.1 The company does not use or support the use of child labour.

2.1.2 The company does not employ underage workers.

##### 2.2 Forced and compulsory labour

2.2.1 The company does not use or support forced and compulsory labour, and shall not require employees to pay a 'deposit' or deposit identification documents at the start of employment.

2.2.2 The Company does not withhold part of a worker's wages, benefits, property or documents in order to force the worker to work continuously for the Company.

2.2.3 Employees have the right to leave the workplace after completing standard working hours. Employees are free to terminate their employment contracts after giving the company a reasonable period of notice.

### 2.3 Working hours and rest time requirements

2.3.1 the Company complies with applicable laws and industry standards regarding working hours and public holidays.

2.3.2 The standard working week (excluding overtime hours) shall not exceed forty-eight hours in accordance with the law.

2.3.3 Employees must have at least one day off for every six consecutive days of work, and all overtime work must be voluntary.

2.3.4 The company establishes an overtime risk management mechanism to ensure the physical and mental health of employees in order to achieve sustainable development of the enterprise.

### 2.4 Basic Wage Guarantee and Social Insurance

2.4.1 The company pays all employees a wage that meets the minimum wage standard set by the local government, and pays employees at least the welfare benefits stipulated by national laws and standards.

2.4.2 Overtime wages are paid in accordance with the requirements established by law.

2.4.3 When hiring an employee, stipulate in advance, in a language that the employee understands and in writing, his or her working conditions, salary and wages, as well as the periodicity of salary payments. Wages cannot be withheld as a punishment for employees, and any deductions from payments should be made clear to employees.

2.4.4 The payroll schedule is operated in accordance with local government regulations, with no arrears, delays, etc.

2.4.5 Employees of the company participate in social insurance and work injury insurance as well as insurance stipulated by local laws or government in accordance with the law, and pay the corresponding insurance premiums according to the law.

### 2.5 Establishment of a system to protect employees' rights and interests

2.5.1 The Company establishes rules and regulations to protect the rights of employees in accordance with the law, including labour time, leave, wage payment, remuneration, labour discipline, dismissal and related rights

and interests matters. These systems are also made public in an appropriate manner and can be accessed by employees at any time.

2.5.2 The Company has established a vocational training system and plans to provide vocational training for workers according to the actual situation of the unit.

### 2.6 Labour contracts

2.6.1 The Company signs labour contracts with its employees, which shall be concluded and changed in accordance with the principles of equality, voluntariness and consensus, and without violating the provisions of laws and administrative regulations.

2.6.2 The Company shall terminate the employment contracts of the employees in accordance with the law, and shall notify and compensate the parties concerned in advance in writing in accordance with the law.

## 2.7 Protection of women's rights and interests

2.7.1 Women enjoy equal employment opportunities with men, except for types of work or positions that are not suitable for women as stipulated by local regulations.

2.7.2 The Company is prohibited from arranging women workers to perform labour that is prohibited under local regulations.

2.7.3 The Company prohibits arranging for female workers to engage in high, low-temperature and cold-water work during their menstrual periods and in labour that is taboo under local regulations.

2.7.4 The company prohibits arranging for female workers to engage in locally regulated taboo labour during pregnancy; female workers are entitled to no less than ninety-eight days of maternity leave for childbirth.

2.7.5 The company prohibits arranging for female workers to engage in locally prohibited work during the period of breastfeeding infants under one year of age, or arranging for them to work extended working hours and night shifts.

## 2.8 Disciplinary measures

2.8.1 The company treats all personnel with dignity and respect, and the company shall not engage in or support corporal punishment, mental or physical coercion, and verbal insults, nor shall it treat workers in a rude and inhumane manner.

## 2.9 Non-discriminatory systems and behaviours

2.9.1 The company must not engage in or support discrimination on the basis of race, national or social origin, social class, ancestry, religion, physical disability, gender, sexual orientation, family responsibilities, marital status, trade union membership, political opinion, age, or any other basis in matters involving hiring, compensation, training opportunities, promotion, termination, or retirement.

2.9.2 The company respects employees of different races and different religious beliefs and provides the necessary convenience and conditions in custom.

2.9.3 The Company cannot allow any threatening, abusive, exploitative behaviour and forced sexually intrusive behaviour, including postural, verbal and physical contact, in the workplace, in residences provided by the Company for the use of its employees and in other places.

2.9.4 The Company shall not, under any circumstances, require an employee to undergo a medical examination that

involves the employee's privacy.

## 2.10 Respect for employees' rights of association and equal consultation and communication

2.10.1 The company has organisations (e.g. trade unions, staff councils, clubs and other communication channels) that can represent and safeguard the lawful rights and interests of employees and carry out activities independently and autonomously in accordance with the law.

2.10.2 Employees have the right to participate in democratic management or to enjoy equal consultation for the protection of their legitimate rights and interests in accordance with the provisions of the law, through staff meetings, staff representatives or other forms.

2.10.3 The company guarantees that participants in workers' organisations and workers' representatives will not be discriminated against, harassed, coerced or retaliated against because of trade union membership or participation in trade union activities, and that employees' representatives may maintain contact with the employees they represent at the workplace.

## 3. Health and Safety Requirements

### 3.1 Safe and healthy working conditions

3.1.1 The Company, out of its knowledge of the prevailing industry hazards and any specific hazards, has provided a safe and healthy working environment and has taken effective measures to minimise the potential for hazards in the working environment, wherever possible, in order to avoid hazards to health in the workplace or as a result of accidents occurring at work or in connection with work.

3.1.2 The Company provides employees with effective health and safety instructions on a regular basis, including on-site instructions, and (if necessary) specialised work instructions.

3.1.3 Employees are provided with appropriate and sufficient health and safety training so that they are fully aware of the hazards associated with the work process and work environment and how to minimise them. Training should be provided to new and transferred employees as well as those who are in places where accidents occur.

3.1.4 The company establishes a mechanism to check, prevent and respond to potential threats that could jeopardise the health and safety of any employee. The company maintains written records of all accidents that occur in the workplace and on company-controlled premises and property.

3.1.5 The company provides labour safety and hygiene conditions and necessary labour protection equipment in accordance with local regulations, conducts regular health checks on employees engaged in operations with occupational hazards, and provides special training and requires special operation qualifications for employees engaged in special operations.

3.1.6 When employees are injured at work, the company provides first aid and assists workers in obtaining follow-up treatment.

3.1.7 The company assesses all risks to pregnant women outside of work practices and ensures that reasonable measures are taken to eliminate or reduce risks to their health and safety.

3.1.8 The company provides clean and hygienic washroom facilities, drinking water to all employees.

3.1.9 The company provides staff dormitories and ensures that the dormitory facilities are clean, safe and meet the basic needs of the staff.

3.1.10 All personnel have the right to leave an imminent and serious hazard, even without the Company's permission.

3.1.11 Emergencies and incidents are identified and assessed, and their impact is minimised through the implementation of an emergency response plan and emergency procedures including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression devices, adequate egress facilities, and recovery plans.

3.1.12 The company establishes a process for investigating, analysing and counting workplace injuries to reduce the incidence of accidents and workplace injuries.

#### **4. Environmental Requirements**

##### **4.1 Environmental Protection**

4.1.1 Obtain all required environmental permits (e.g., emission monitoring), approval instruments, and registration certificates, and maintain them up to date, as well as comply with the operating and reporting requirements of the permits.

4.1.2 Identify and control chemical and other substances that pose a hazard when released into the environment to ensure that they are handled, transported, stored, used, recycled or reused and disposed of safely.

4.1.3 Wastewater and solid waste from operations, industrial processes, and sanitation facilities shall be segregated, monitored, controlled, and treated in accordance with requirements prior to discharge or disposal.

4.1.4 Volatile organic chemicals, aerosols, particulates, ozone-depleting chemical depletion products, and combustion by-product wind air emissions generated during operations shall be identified, monitored, controlled, and treated as required prior to discharge.

4.1.5 The Company complies with all applicable laws and regulations and customer requirements regarding the prohibition or restriction of specific substances (including labelling regarding recycling and disposal).

##### **4.2 Energy Saving and Emission Reduction**

4.2.1 The Company reduces and eliminates all types of consumption (including energy sources such as water, electricity, natural gas, and paper) at source or through practices (e.g., production improvements, maintenance of facility processes, replacement of materials, conservation of natural resources, and recycling and reuse of materials).

4.2.2 The company continues to introduce new technologies and products in the areas of energy, material and land conservation.

4.2.3 The Company enhances the proportion of green energy and new energy used, reduces greenhouse gas emissions and realises a low-carbon economy.

4.2.4 The company improves equipment efficiency, reduces product energy consumption, implements dynamic energy saving, and reduces travelling traffic.

4.2.5 The company promotes the standardisation of packaging and realises visualised green packaging and logistics.

## **5. Supplier Social Responsibility Management**

5.1 The company manages suppliers with reference to this statement, including but not limited to auditing, tracking improvement, influence, training, and risk management.

5.2 The Company maintains appropriate records to demonstrate suppliers' commitment to social responsibility, including but not limited to contractual agreements or written commitments.

5.3 The Company establishes, maintains, and documents in writing appropriate procedures for evaluating and selecting suppliers that take into account their ability and commitment to meet the requirements of this standard.

5.4 The Company endeavours to ensure that suppliers are able to meet the requirements of this Standard within their sphere of control and influence.

## **6. Principles of Socially Responsible Purchasing**

6.1 For newly introduced suppliers, refer to this statement and certify them according to the supplier on-site auditing standard. If they do not meet the requirements of this purchasing guideline, they must formulate an improvement plan to improve within a specified period of time, or else they cannot become qualified suppliers of our company. Under the same conditions in all aspects, priority will be given to companies that do better in social responsibility as cooperative suppliers.

6.2 For the original qualified suppliers must refer to this procurement guide, carry out self-inspection or supplementary certification, and the suppliers included in the annual key audit, if the environmental and occupational health projects do not meet the requirements of the Division I, the supplier must formulate an improvement plan and improve within a specified time.

6.3 Our company encourages and guides suppliers to fully meet the requirements of this statement.

6.4 Suppliers are required to comply with relevant international, national and local laws and regulations. Where national laws conflict with these standards, the higher standard that is consistent with national laws is used. If the legal provisions and are not in conflict with these guidelines but provide for different content, the provisions that better protect the interests of employees are to be adopted.

## **II. Social Responsibility Commitment**

Our company, as an excellent supplier in the industry, publicly makes the following commitments regarding the fulfilment of social responsibility standards.

1. Comply with all provisions of social responsibility standards and local labour laws and regulations, including.

1) Prohibit the use of child labour and forced labour, and do not accept any supplier or subcontractor that uses child labour or forced labour.

2) Respect workers' freedom and prohibit any form of forced labour.

3) Provide safe and hygienic working and living conditions to ensure the safety and health of employees.

4) Promote labour-management cooperation and respect employees' freedom of association and right to collective bargaining.

5) Provide an equal and fair working environment and prohibit any form of discriminatory behaviour.

6) Respect the basic human rights of employees and prohibit any form of degrading behaviour.

7) Reasonably arrange production schedules and workers' working hours and rest and holidays.

8) Provide reasonable wages and benefits that meet at least the basic needs of workers and minimum wage standards.

9) Comply with applicable environmental management ordinances, regulations and standards, and observe local environmental practices.

10) Will maintain factory security procedures to prevent unauthorised goods from being mixed into shipments

(e.g. drugs, dangerous goods or explosives, biological other prohibited goods).

2. accept and actively cooperate with the social responsibility of the on-site audit, true and complete provision of the required audit information.

3. Take corrective and remedial measures in a timely manner for any non-conformity that violates the social responsibility standards.

## 企业社会责任声明与承诺书

### 一、社会责任声明：

为了提高我公司及供应商的企业社会责任意识，根据我司社会责任方针政策，列出如下原则与要求，要求供应商根据此原则与要求进行自检，共同建立健康的，良性的供应链；

#### 1. 商业道德要求：

- 1.1 所有的商业活动遵循诚信标准，禁止任何形式的贪污、敲诈勒索和挪用公款，洗钱等行为，应推行监控和强化程序以保证符合廉洁经营的要求。
- 1.2 不得提供或接受贿赂或其他形式的不正当收益，适当的馈赠的礼物价值应当是适度的。
- 1.3 依照适用法规和主要的行业惯例公开有关商业活动、组织结构、财务状况和绩效信息。
- 1.4 尊重知识产权，技术和生产经验的转让要妥善保护知识产权。
- 1.5 制定公平交易、广告和竞争的标准，公司有保护客户信息的措施。
- 1.6 制定程序，以保护供应商和员工检举者并确保其身份的机密性。

#### 2. 劳工要求：

##### 2.1 童工和青少年工保护

- 2.1.1 公司不使用或支持使用童工。
- 2.1.2 公司不聘用未成年工。

##### 2.2 强迫和强制性劳动

- 2.2.1 公司不使用或支持强迫和强制性劳动，也不得要求员工在受雇起始时交纳“押金”或寄存身份证件。
- 2.2.2 公司不扣留工人的部分工资、福利、财产或证件，以迫使员工在公司连续工作。
- 2.2.3 员工有权在完成标准的工作时间后离开工作场所。员工在给公司的合理通知期限后，可以自由终止聘用合约。

##### 2.3 工作时间与休息时间要求

- 2.3.1 公司遵守适用法律及行业标准有关工作时间和公共假期的规定；
- 2.3.2 标准工作周(不含加班时间)应根据法律规定，不得超过四十八小时。
- 2.3.3 员工每连续工作六天至少须有一天休息，所有加班必须是自愿性质。
- 2.3.4 公司建立加班风险管理机制，确保员工身心健康以实现企业的可持续发展。

##### 2.4 基本工资保证与社会保险

- 2.4.1 公司对所有员工支付的工资达到当地政府规定的最低工资标准，至少按照国家法律标准规定的福利待遇付给员工。



2.4.2 按照法律规定的要求支付加班工资。

2.4.3 在雇用员工时，事先以员工易懂的语言并以书面形式规定其工作条件、工资待遇，以及发放工资的周期。不能克扣工资作为对员工的惩罚，任何款项的扣除应让员工清楚。

2.4.4 工资发放时间按照当地政府法规操作，不拖欠、延迟等。

2.4.5 公司的员工依法参加社会保险和工伤保险以及当地法律或政府规定的保险，并依法缴纳相应保险费。

## 2.5 建立保障员工权益制度

2.5.1 公司依法建立保障员工权利的规章制度，内容包括劳动时间、休假、工资支付、报酬、劳动纪律、辞退及相关权益事项。并将这些制度通过适当方式公示，员工能随时查阅到。

2.5.2 公司建立了职业培训制度，根据本单位实际，有计划地对劳动者进行职业培训。

## 2.6 劳动合同

2.6.1 公司与员工签订劳动合同，劳动合同的订立和变更应遵循平等自愿、协商一致的原则，不违反法律、行政法规的规定。

2.6.2 公司依据法律规定解除员工劳动合同，并且按照法律规定提前书面通知和补偿当事人。

## 2.7 保护妇女权益

2.7.1 除当地规定的不适合妇女的工种或者岗位外，妇女享有与男子平等就业的机会。

2.7.2 公司禁止安排女职工从事当地规定的禁忌劳动。

2.7.3 公司禁止安排女职工在经期从事高处、低温、冷水作业和当地规定的禁忌劳动。

2.7.4 公司禁止安排女职工在怀孕期间从事当地规定禁忌劳动；女职工生育享有不少于九十八天的产假。

2.7.5 公司禁止安排女职工在哺乳未满一周岁的婴儿期间从事当地规定禁忌劳动、安排其延长工作时间和夜班劳动。

## 2.8 惩戒性措施

2.8.1 公司对所有人员予以尊严及尊重，公司不得从事或支持体罚、精神或肉体胁迫以及言语侮辱，也不得以粗暴、非人道的方式对待工人。

## 2.9 不能有歧视制度与行为

2.9.1 在涉及聘用、报酬、培训机会、升迁、解职或退休等事项上，公司不得从事或支持基于种族、民族或社会出身、社会阶层、血统、宗教、身体残疾、性别、性取向、家庭责任、婚姻状况、工会会员、政见、年龄或其他歧视。

2.9.2 公司尊重不同种族和不同宗教信仰的员工，并在习俗上提供必要方便和条件。

2.9.3 公司不能允许在工作场所、由公司提供给员工使用的住所和其他场所内进行任何威胁、虐待、剥削的行为及强迫性的性侵犯行为，包括姿势、语言和身体的接触。

2.9.4 公司不得在任何情况下要求员工做涉及员工隐私的体检。

2.10 尊重员工结社与平等协商、沟通的权利

2.10.1 公司有能够代表和维护员工的合法权益并能依法自主独立的开展活动的组织(如:工会、职代会、俱乐部和其他沟通管道)

2.10.2 员工有依照法律规定，通过职工大会、职工代表或者其它形式，参与民主管理或享有保护合法权益的平等协商的权利。

2.10.3 公司保证参加工人组织的人员及工人代表不会因为工会成员或参与工会活动而歧视、骚扰、胁迫或报复，员工代表可在工作地点与其所代表的员工保持接触。

### 3. 健康和安全管理要求

3.1 安全健康的工作条件

3.1.1 公司出于对普遍行业危险和任何具体危险的了解，已提供一个安全、健康的工作环境，并采取有效的措施，在可能条件下最大限度地降低工作环境中的危害隐患，以避免在工作中或由于工作发生或与工作有关的事故对健康的危害。

3.1.2 公司定期提供给员工有效的健康和安全管理指示，包括现场指示，(如必要)专用的工作指示。

3.1.3 员工得到适当而充分的健康和安全管理培训，以便他们能充分认识到与工作过程和工作环境有关的危险因素，以及如何最大限度地降低危险。应对新进、调职以及在发生事故地方的员工进行培训。

3.1.4 公司建立起一种机制来检查、防范及应对可能危害任何员工健康与安全的潜在威胁。

公司保留发生在工作场所和公司控制的住所和财产内所有事故的书面记录。

3.1.5 公司提供符合当地规定的劳动安全卫生条件和必要的劳动防护用品，对从事有职业危害作业的员工进行定期健康检查，对从事特种作业的员工进行专门培训并要求取得特种作业资格。

3.1.6 员工因工作时受伤，公司提供急救并协助工人获得后续的治疗。

3.1.7 公司评估工作行为之外孕妇所有的风险，并确保采取合理的措施消除或降低其健康和安全的风险。

3.1.8 公司给所有员工提供清洁卫生的洗手间设施、饮用水。

3.1.9 公司提供员工宿舍，保证宿舍设施干净、安全且能满足员工基本需要。

3.1.10 所有人员有权利离开即将发生的严重危险，即使未经公司准许。

3.1.11 确认并评估紧急情况的事件，以及通过实施应急方案和应急程序来将其影响降到最低包括：

紧急报告、通知员工和撤离步骤、工人培训和演练、适当的火灾探测和灭火装置、充足的出口设施和恢复计划。

3.1.12 公司建立工伤调查、分析、统计流程，降低事故和工伤发生率。

#### 4. 环境要求

##### 4.1 环境保护

4.1.1 获取所有必须的环境许可证(如排放监控)、批准文书和登记证，并要对其进行维护更新，以及遵守许可证的操作和报告要求。

4.1.2 识别和控制释放到环境中会造成危险的化学物质及其他物质，以确保这些物质得到安全的处理、运输、存储、使用、回收或重用和处置。

4.1.3 经营、工业加工以及卫生设施产生的废水和固体废物，在排放或处置之前应按照要求进行分类、监控、控制和处理。

4.1.4 在运营过程中产生的挥发性有机化学物质、气雾剂、微粒、臭氧化学消耗品以及燃烧副产品风空气排放物，在排放之前应按要求辨别、监控、控制和处理。

4.1.5 公司遵守所有关于禁止或限制特定物质(包括有关再生和处置的标识)的适用法律法规和客户要求。

##### 4.2 节能减排

4.2.1 公司从源头上或通过实践(如改进生产、维护设施工艺、替换材料、节约自然资源、材料回收和重用)减少和消除所有类型的消耗(包括水、电、天然气和纸张等能源)。

4.2.2 公司在节能、节材、节地等方面持续引进新技术、新产品。

4.2.3 公司提升绿色能源和新能源使用比例，减少温室气体排放，实现低碳经济。

4.2.4 公司提高设备效能，减少产品能耗、推行动态节能，减少差旅交通。

4.2.5 公司推动包装规范化，实现可视化的绿色包装和物流。

##### 5. 供应商社会责任管理

5.1 公司参考本声明对供应商进行管理，包括但不限于审核，跟踪改善，影响，培训，风险管理等。

5.2 公司保留适当的纪录来证明供应商对社会责任的承诺，包括但不限于合约协议或书面承诺。

5.3 公司建立、维持、并以书面形式记录适当程序，在评估及挑选供应商时考虑其满足本标准要求的能力和承诺。

5.4 公司尽力确保供应商在其控制和影响范围内能够达到本标准各项要求。

##### 6. 社会责任采购原则

6.1 对新引入的供应商，参照本声明，并按照供应商现场审核标准进行认证，如果没有达到本采购

指南的要求，必须制定改进计划在规定时间内改进，否则不能成为我司合格的供应商。在各方面同等条件下，优先选择在社会责任的较好的公司作为合作供应商。

6.2 对于原合格供应商必须参照本采购指南，进行自检或补充认证，列入年度重点稽核的供应商，如果环境与职业健康项目未达到我司要求，供应商必须制定改进计划并在规定时间内改进。

6.3 我司鼓励并引导供应商全面达到本申明的各项要求。


6.4 要求供应商符合相关的国际、国家和地方法律法规。若国家法律与这些标准相冲突，则采用与国家法律一致的较高标准。若法律条款和与本指南无冲突但规定的内容不相同，则要采用更能保护雇员利益的条款。

## 二、社会责任承诺书

本公司作为行业里优秀的供方，公开就履行社会责任标准作出以下承诺：

1、遵守社会责任标准的所有规定及当地劳动法律法规规定，包括：

- 1) 禁止使用童工和强迫劳动，不接受任何使用童工或强迫劳动的供应商或分包商。
  - 2) 尊重工人自由，禁止任何形式的强迫劳动。
  - 3) 提供安全卫生的工作和生活条件，确保员工的安全和健康。
  - 4) 推动劳资合作，尊重员工的结社自由和集体谈判权。
  - 5) 提供平等和公平的工作环境，禁止任何形式的歧视行为。
  - 6) 尊重员工的基本人权，禁止任何形式的侮辱人格的行为。
  - 7) 合理安排生产计划，合理安排工人的工作时间和休息休假。
  - 8) 提供合理的工资福利，至少满足工人的基本需要和最低工资标准。
  - 9) 遵守适用的环境管理条例、法规及标准，并遵守本地的环境惯例。
  - 10) 将保持工厂安全程序，以防未经许可的货物混入装运中(如毒品、危险品或爆炸物、生物其它违禁品)。
- 2、接受并积极配合社会责任的现场审核，真实完整提供所需审核之信息。
- 3、及时对违反社会责任标准的任何不符合事项采取纠正补救措施。

制订：  11/8 2024

批准：

