



Supplier Code of Business Conduct

供应商经营准则

Since 1920, Snap-on has focused on serving our customers, associates, investors, franchisees, suppliers and the communities where we do business. Guided by our core beliefs and values as laid out in our “Who We Are” statement, Snap-on’s commitments to integrity and social responsibility extend to its worldwide supply base. All Snap-on suppliers, regardless of location, must adhere to this Supplier Code of Business Conduct when performing services for, or related to, Snap-on.

自1920年以来，实耐宝一直致力于服务我们的客户、合作伙伴、投资商、特许经营商、供应商以及任何商业所在地的社区。在“这就是我们”的声明中所阐述的理念与价值观的引导下，实耐宝对诚实守信与社会责任感的承诺已延伸并影响至其全球的供应商群体。在为实耐宝提供服务或从事与实耐宝相关的业务时，全球供应商必须遵守本《供应商经营准则》。

1. Suppliers are expected to protect employees’ workplace health and safety, human rights, and environment. Suppliers are expected to be law abiding, complying with all applicable environmental, health and safety laws and regulations in the countries in which they operate.

供应商应致力于维护员工的职业健康与安全以及员工的人权与环境。供应商应合法经营，遵守所当地与环境、健康与安全相关的所有适用法律法规。

2. Suppliers will not engage in any form of human trafficking, whether by force, fraud, or coercion; or any form of involuntary servitude or slavery; or any form of sex trafficking or the procurement of any commercial sex act;

供应商不得参与任何形式的，无论是通过暴力、欺诈或胁迫方式进行的人口贩卖活动；或任何形式的强制劳役或奴役；或任何形式的性交易或任何商业的性行为。

3. Suppliers will not engage in, or support the use of, child labor, and supplier shall comply with all applicable local child labor laws and employ only workers who meet the applicable minimum legal age requirement for their location.

供应商不得参与或支持使用童工。供应商应遵守当地所有关于禁止使用童工的法律，并且只能雇佣符合当地最低用工年龄规定的员工。

4. Suppliers will not engage in or support the use of forced or involuntary labor, including through the use of (a) threats of serious harm to, or physical restraint against, any person; (b) any scheme, plan, or pattern intended to cause a person to believe that, if the person did not perform such labor or services, that that individual or another person would suffer serious harm or physical restraint; or (c) any abuse or threatened abuse of law or the legal process.

供应商不得参与或支持使用强迫劳动或非自愿劳动，其中包括通过(a)对任何人进行严重危害或身体约束的威胁；(b)任何使某人相信若不就范而会对其本人或他人构成严重危害或身体约束的方案、计划或形式；或(c)任何滥用或威胁滥用法律或法律程序。

5. Suppliers will not destroy, conceal, confiscate, or otherwise deny access by an employee to the employee’s identity or immigration documents, such as passports or drivers’ licenses.

供应商不得破坏、藏匿、没收某员工的身份证件或移民证件，例如护照或驾驶证，或是拒绝其使用这些证件。

6. Suppliers will not use misleading or fraudulent practices during the recruitment of employees or offering of employment. Suppliers shall, to the extent possible, disclose to employees, in a format and language accessible to the employee, the basic information regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if provided or arranged by Snap-on or its agents), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work. If required by law or contract, provide an employment contract, recruitment agreement, or other required work document in writing, which shall be in a language the employee understands.

供应商不得采用误导或欺诈的方式进行招工或招聘。供应商应尽可能以容易被员工接受的形式和语言向员工披露有关用工的重要条款与条件的基本信息，其中包括工资和附加福利、工作地点、生活环境、住房和相关花费（若由实耐宝或其代理人提供或安排）、该员工所需承担的任何重要费用，以及工作危险性（若适用）。在法律或合同要求的情况下，提供书面形式的雇佣合同、招聘协议或其他必要工作文件，这些书面文件须使用相关员工可以理解的语言。

7. Suppliers will not charge employees recruitment fees and shall not use recruiters that do not comply with local labor laws of the country in which the recruiting takes place.

供应商不得向员工收取招聘费，且不得使用与招聘所在国当地劳动法律不相符的招聘人员。

8. Suppliers will provide return transportation or pay for the cost of return transportation upon the end of employment for employees who are not nationals of the country where they are working if the employee is brought to that country for purposes of working on U.S. government. Suppliers are expected to comply with the requirements of the applicable FAR provisions, including FARs 52.222-50 and 52.222-56.

对于为美国政府工作而调离其本国的员工，供应商应在其就业结束时为其提供返回其本国的交通或支付返程交通费用。供应商应满足适用的美国联邦采购法规(FAR)的要求，包括“FAR 52.222-50”和“52.222-56”。

9. Snap-on values diversity in its workforce and fosters an appreciation of the different cultural values of its constituencies. Suppliers are expected to comply with all applicable local laws limiting discrimination in hiring and employment practices for any reason including race, religion, color, national origin, sex, age, physical or mental disability, veteran status or sexual orientation.

实耐宝尊重工作场所的多样性，提倡具有不同文化价值的员工应互相理解。供应商应遵守当地关于禁止任何缘由（包括种族、信仰、肤色、国籍、性别、年龄、残疾或智障、退役军人或性取向）的用工歧视的所有适用法律。

10. Suppliers will treat their employees with dignity and respect, and not allow or overlook any form of harassment, complying with all applicable local laws.

供应商应尊重员工的人格，不得以任何方式对员工进行骚扰或忽视对员工的骚扰行为。供应商应遵守当地所有相关法律。

11. Suppliers are expected to comply with all applicable local wages, benefit, and working hours labor laws.

供应商应遵守当地的最低薪资法、福利法、工作时间法及劳动法。

12. Suppliers who provide residential facilities for their employees must also provide safe and healthy facilities. Supplier-supplied facilities must meet the host country housing and safety standards.

为员工提供居住设施的供应商必须确保所提供设施的健康和安全。供应商提供的设施必须满足东道国的住房和安全标准。

13. Suppliers must not offer or give, any payments, fees, loans, services or gifts to any Snap-on associate as a condition or result of doing business with Snap-on. Snap-on policy does not prohibit gifts of nominal value (under \$50). Normal business meals and entertainment (such as attendance at sporting or cultural events), and similar customary and reasonable expenditures to promote general business goodwill are also acceptable even if their value exceeds \$50, so long as the associate is accompanied by the host. Suppliers are expected to report any potential solicitation of a kickback from any Snap-on associate to Snap-on's Business Ethics Help Line at 866-468-6657 or to Snap-on's Vice President, General Counsel and Secretary at: 2801 – 80th Street, Kenosha, WI 53143.

供应商不得向任何实耐宝员工提供或支付报酬、酬金、借款、服务或礼物，以此作为与实耐宝进行商业合作的条件或回报。实耐宝政策不禁象征性的礼物（价值50美元以下）。为增进公司整体商誉所发生的普通商业用餐和款待（例如出席体育或文化活动）以及常规合理支出，只要相关同事在东道主陪同之下，即使价值超过50美元，也可接受。若有任何实耐宝员工潜在的索要回扣的信息，公司期待您的报告。实耐宝商业道德规范服务热线电话为：866-468-6657；或汇报至实耐宝副总裁、总法律顾问和秘书，通信地址为：2801 – 80th Street, Kenosha, WI 53143。

14. Suppliers are expected to comply with all applicable treaties, agreements, laws and regulations governing the protection, use and disclosure of intellectual property, proprietary, confidential and personal information. Suppliers are expected to comply with all other applicable national and international laws and regulations.

供应商应遵守关于保护、使用、公开知识产权、专有权、机密与私有信息的所有协定、协议与法律法规。供应商应遵守其他相关的国内与国际法律法规。

15. Suppliers using subcontractors to provide goods and services to Snap-on will also be responsible for the subcontracted party for compliance with this Code.

Suppliers are required to periodically certify that they (a) have read and understand Snap-on's Policy Against Human Trafficking and Slavery as well as this Code and (b) comply with the Policy Against Human Trafficking and Slavery, this Code, and all relevant laws and labor standards of the country or countries in which they are doing business.

Snap-on reserves the right to monitor supplier compliance with this Code through supplier surveys and certifications as well as other means that Snap-on deems appropriate. If a supplier is found in violation of this Code, Snap-on will require the supplier to take prompt, remedial measures to address the violation, including instituting clear and trustworthy action plans to ensure compliance with this Code. While Snap-on is committed to work with suppliers to improve workplace conditions, Snap-on maintains the right to terminate its relationship, without liability to Snap-on, with suppliers who violate this Code, refuse to rectify deficiencies or fail to provide Snap-on with requested surveys and certifications.

利用分包商向实耐宝提供产品与服务的供应商应确保其分包商遵守本《供应商经营准则》。

供应商必须定期确认其(a)已经阅读并理解实耐宝的《反人口贩卖与奴役政策》以及本《供应商经营准则》和(b)遵守该《反人口贩卖与奴役政策》和《供应商经营准则》，以及业务经营所在国的所有相关法律和劳动标准。

实耐宝保留通过供应商调查和认证，或通过其他实耐宝认为适当的方式，对供应商合规性进行监督的权利。若发现供应商违反本《供应商经营准则》，实耐宝将要求其立即采取纠正措施解决违规问题，包括制定明确、可信的行动计划确保符合本《供应商经营准则》之规定。实耐宝致力于与供应商共同改善工作场所的环境，但是对于违背本《供应商经营准则》或拒绝整改或未能向实耐宝提供所需调查和认证的供应商，实耐宝有权与其终止业务关系，且无须对此承担责任。

This Supplier Code of Business Conduct applies to all Snap-on companies worldwide.

本《供应商经营准则》适用于全球的所有实耐宝企业。

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Who We Are

OUR MISSION

The most valued productivity solutions in the world

BELIEFS

We deeply believe in:

Non-negotiable Product and Workplace Safety
Uncompromising Quality
Passionate Customer Care
Fearless Innovation
Rapid Continuous Improvement

VALUES

Our behaviors define our success:

We demonstrate Integrity.
We tell the Truth.
We respect the Individual.
We promote Teamwork.
We Listen.

VISION

To be acknowledged as the:

Brands of Choice
Employer of Choice
Franchisor of Choice
Business Partner of Choice
Investment of Choice

这就是我们

使命

提供全球最具价值的生产力解决方案

理念

我们深信：

对产品及工作场所的安全
对品质要求不妥协
热忱的客户服务
大胆的创新
快速持续的改善

价值观

我们的行为铸就成功：

诚实守信
实事求是
尊重个人
强调协作
乐于倾听

愿景

我们被公认为：

品牌之首选
雇佣之首选
加盟合作之首选
商业伙伴之首选
投资者之首选