



## **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. To ensure that Snap-on’s suppliers, regardless of location, conduct business to our standards, all must adhere to this Supplier Code of Business Conduct.

自1920年以来，实耐宝一直致力于为我们的客户、合作伙伴、投资者、特许经营人、供应商以及合作团体提供优质的服务。在“我们是谁”这一项声明中，实耐宝阐明了企业的价值观与信仰。通过这一项声明，实耐宝将“人格完整性”与“社会责任感”的理念渗透到全球供应链中。实耐宝全球供应商必须遵守本《供应商经营准则》，以确保各供应商的经营行为符合我司的标准。

1. Suppliers are expected to protect employees’ workplace health and safety, human rights, and environment. Suppliers who provide residential facilities for their employees must also provide safe and healthy facilities. We expect suppliers 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。为员工提供居住设施的供应商必须确保提供的设施是健康、安全的。实耐宝希望每一位供应商遵守所在地的所有相关法律以及环境、健康与安全法律法规。

2. Suppliers will not engage in, or support the use of child labor, complying with all applicable local child labor laws and employing 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规定的最低用工年龄的员工。

3. Suppliers will not engage in or support the use of forced or involuntary labor.

供应商不得参与或支持强迫劳动或非自愿性劳动的使用。

4. 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用工歧视的所有法律，包括种族，信仰，肤色，国籍，性别，年龄，残疾，熟练程度 或者性取向等。

5. 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。

6. 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。

7. 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 – 80<sup>th</sup> Street, Kenosha, WI 53143.

供应商不得将以下行为作为与实耐宝建立业务关系的条件或结果：向任何员工提供或给予任何员工钱款、费用、贷款、服务或礼物的手段达到与实耐宝建立业务关系的目的。为了加强业务合作，实耐宝的公司政策并不禁止具有票面价值的礼品（低于 50 美金）、正常的业务餐、娱乐活动以及其它合乎习俗的合理开支。如实耐宝的任何员工具有潜在的教唆行贿行为，供应商应拨打实耐宝业务道德帮助热线 866-468-6657 对上述事件进行汇报或致信给实耐宝的副总裁、总顾问及秘书，通信地址为：美国威斯康星州基诺沙县 80 号大街 2801 号，邮编：53143。

8. 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.

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。

9. Suppliers are expected to comply with all other applicable national and international laws and regulations.

供应商应遵守其它相关的国内与国际法律法规。

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

采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》。

11. Snap-on reserves the right to monitor Supplier compliance with this code of conduct. In the case of nonconformance, Snap-on expects the supplier to put clear and trustworthy action plans in place to comply with the code. While we commit to work with suppliers to improve workplace conditions, we maintain the right to terminate our relationship, without liability to Snap-on, with suppliers that have repeated violations or refuse to rectify deficiencies.

实耐宝有权对供应商遵守本《供应商经营准则》的情况进行监督。违反本规定的供应商应制定清晰的、可靠的计划以纠正其违规行为。我们致力于与供应商共同改善工作场所的条件。对于屡次违规或拒绝整改的供应商，实耐宝有权与该供应商终止业务，且无须对此承担责任。

This Supplier Code of Business Conduct applies to all Snap-on worldwide companies, subsidiaries and joint ventures.

本准则适用于实耐宝在全球的各分公司、子公司及合资企业。

2801 80<sup>th</sup> Street • Kenosha, WI 53143  
威斯康星州基诺沙县 80 号大街 2801 号, 邮编: 53143

## 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