



SCHOTT
glass made of ideas

供应商行为准则

Code of Conduct
for Suppliers

Preamble / 前言

The responsibility for its employees, the social responsibility and the perception of the natural environment, and its richness as exhaustible resources for human use are the basic principles that determine and govern the business activities of SCHOTT.

对员工的责任、对社会的责任、对自然环境的认知以及人类所使用不可再生资源的丰富性，是确定和管控肖特业务活动的基本原则。

SCHOTT expects from its suppliers that they share the above values and principles which SCHOTT has defined for itself in terms of its corporate responsibility, and comply with all applicable laws and regulations. Therefore, this Supplier Code of Conduct defines the minimum requirements each Supplier must comply with in order to meet this obligation.

肖特希望供应商能够共享肖特为其自身的企业责任所定义的上述价值和原则，并遵守所有适用的法律、法规。因此，为履行上述义务，本供应商行为准则规定了供应商必须遵守的最低要求。

Proper Conduct / 正当行为

It is a basic principle of SCHOTT to follow all applicable laws and regulations. SCHOTT expects the same commitment from its Suppliers. Violations of the law must be avoided without exceptions.

遵守所有适用的法律、法规是肖特的一项基本原则。肖特希望供应商作出同样的承诺。必须杜绝一切违法行为。

Interactions with Employees / 与员工互动

The personal dignity, privacy and personal rights of each individual must be respected by the Supplier at all times.

供应商必须始终尊重每个人的人格、隐私和人身权利。

The Supplier must not harass, discriminate against, or disadvantage anybody because of race, skin color, nationality, descent, gender, faith or religion, sexual orientation, political view, age, physical constitution or appearance.

供应商不得因种族、肤色、国籍、出身、性别、信仰或宗教、性取向、政治观点、年龄、体格或外貌而骚扰、歧视或不公平对待任何人。

The declaration of principles of the International Labor Organization (ILO) concerning multinational enterprises and social policy of 1977 as well as ILO's declaration on fundamental principles and rights at work of 1998 has to be honored. Accordingly, the Supplier ensures:

必须尊重国际劳工组织（ILO）1977年的《关于跨国企业和社会政策原则的三方宣言》和1998年的《工作中的基本原则和权利宣言》。因此，供应商保证：

- that he does not employ workers under the age of 15¹;
- 不雇佣未满15周岁的劳动者²;
- to refuse to employ or make anyone work against his will;
- 不违背个人意愿雇佣或迫使任何人工作;
- to guarantee the applicable national statutory minimum wage;
- 执行适用的国家法定最低工资标准;
- to comply with the maximum number of working hours laid down in the applicable laws; and
- 遵守适用法律规定的最长工作时间; 和

¹ In those countries subject to the developing country exception of the ILO Convention 138, to employ no workers under the age of 14.

² 对于符合国际劳工组织第138号公约例外规定的发展中国家，不雇佣不满14周岁的劳动者。

- the right of his employees to be represented by trade unions and other legally recognized employee organizations is recognized and respected within the framework of the applicable laws and regulations.
- 在适用法律、法规的框架内，确认和尊重员工由工会和其他法律认可的员工组织代表的权利。

Fair Competition / 公平竞争

The Supplier is obligated to live by the rules of fair competition. Business must be conducted in compliance with all applicable antitrust laws and provisions, rules and regulations. In particular, no anticompetitive agreements, such as setting prices, discussing tenders, specifying limitations in production or production quotas or allocating markets among competitors by customers, suppliers, sales territories or industries, may be made or implemented between competitors.

供应商的运营应遵守公平竞争原则。业务须按照所有适用的反垄断法律和规定、规则和规章开展。尤其是竞争者之间不得达成反竞争协议，例如固定价格、串通投标、设定生产限制或生产配额，通过客户、供应商、销售区域或行业分割市场。

The Supplier must not tolerate any form of corruption or bribery. He commits himself to implement adequate measures³ to prevent corruption in order to ensure that his employees both neither offer, promise or grant undue advantages⁴ in connection with a business activity nor use their position or influence to demand, accept, guarantee or accept guarantees of personal advantages.

供应商不得容忍任何形式的腐败或贿赂。供应商承诺采取充分的措施⁵预防腐败，以确保其员工不会提供、承诺或给予业务活动相关的不当利益⁶，亦不会利用其职务或影响力要求、接受、许诺个人利益或接受个人利益的许诺。

Safety, Health and Environment / 安全、健康和环境

SCHOTT demands that the Supplier sets high standards with regard to the sustainability of its actions regarding those topics.

肖特要求供应商就安全、健康和环境行为的可持续性设定高标准。

The job environment must meet the requirements of a health oriented organization. This includes controlling hazards and taking the best reasonably possible precautionary measures against accidents and occupational diseases, providing training and ensuring that employees are educated in health and safety issues, as the maintenance and constant improvement of standards by way of a reasonable occupational health & safety management system.

工作环境必须满足健康导向型组织的要求。其中包括控制危险、采取最合理可行的预防措施防止事故和职业病的发生，提供培训并确保员工理解健康和安全问题，通过合理的职业健康与安全管理体系维持和不断改进标准。

The Supplier adequately contributes to the protection of the environment and the natural resources. He has to act in an environmentally friendly way, to comply with the applicable statutory and international standards regarding environmental protection and work constantly on improving the ecological balance. To accomplish this, the Supplier should set up or use a reasonable environmental management system.

供应商应充分致力于保护环境和自然资源。供应商应的行为应符合环保原则，遵守环境保护相关的适用法律和国际标准，并不断改善生态平衡。为此，供应商应建立或使用合理的环境管理体系。

³ E.g. through transparency, integrity and sustainable leadership and controls within the company.

⁴ E.g. payments of money, gifts or other favors and services.

⁵ 例如，公司内部透明、诚信和可持续的领导层和管控。

⁶ 例如，金钱支付、礼物或其他好处和服务。

Supply chain / 供应链

In his own supply chain, the Supplier shall use reasonable efforts to promote compliance with the principles of this Code of Conduct.

供应商应尽其合理努力促使其供应链遵守本行为准则的各项原则。

Monitoring Compliance and Consequences of Violations / 合规检查和违规后果

The Supplier confirms that SCHOTT may demand once every year either – subject to the choice of the Supplier –

供应商确认，肖特可以要求每年一次（或取决于供应商的选择）：

- a written self-assessment on a questionnaire prepared by SCHOTT or
- 采用肖特编制的问卷进行书面自我评估；或
- a written report describing the measures used by the Supplier to ensure compliance with the Code of Conduct.
- 通过书面报告说明供应商为确保遵守本行为准则而采取的措施。

Furthermore, SCHOTT and its representatives as well as a third party appointed by SCHOTT and acceptable to the Supplier are entitled (but not obliged) to monitor compliance with this Code of Conduct; also on the premises of the Supplier.

此外，肖特、肖特代表和肖特指定且供应商认可的第三方有权（但无义务）检查本行为准则的遵守情况，包括在供应商的经营场所进行前述检查。

Such monitoring measures are subject to SCHOTT providing the Supplier with a written notification in advance, can only take place during regular business hours and must adhere to applicable data privacy laws. Additionally, they will neither unreasonably interfere with the business operations of the Supplier nor any of his non-disclosure agreements with third parties.

肖特须在采取该等检查措施前书面通知供应商，且仅可在正常工作时间内进行检查并遵守适用的数据隐私法律。此外，检查措施不得合理地干扰供应商的经营活动，亦不得影响供应商与第三方的任何保密协议。

The Supplier is obliged to reasonably assist SCHOTT with conducting the monitoring measures and to bear his costs associated with the measures. SCHOTT in turn will bear its costs.

供应商有义务合理地协助肖特采取检查措施，并承担其发生的措施相关费用。同样地，肖特应承担其发生的费用。

If the Code of Conduct is violated, the Supplier will receive a reasonable period to remedy the breach occurred.

若违反本行为准则，供应商应在合理期限内修正其违约行为。

In case of a serious violation or if no measures are conducted within the remediation period, SCHOTT has the right to terminate the supplier relationship immediately without giving any further notice.

如严重违约或未在修正期限内采取措施，肖特有权立即终止与供应商的合作，且无需另行通知。