

世伟洛克供应商道德规范

以下《供应商道德规范》译文仅为方便您的使用而提供。
本协议的解释应以所提供的原始英文版本为准。

对供应商的期望

我们期望我们的供应商能够将激情倾注在协助世伟洛克实现我们为客户提供超凡品质的产品和服务的品牌承诺上。

前言

世伟洛克始终依照其核心价值观开展业务：追求品质、正直诚信、尊重个人、持续改进、客户至上，以及创新改造。因此，我们希望我们供应商的运营方式能够与此价值观相符。

尽管供应商的业务并不直接受世伟洛克公司的管辖，但供应商的业务规程和行为有可能严重影响世伟洛克公司信誉和/或给世伟洛克公司带来不良影响。该供应商行为规范（简称“规范”）概括了能够作为世伟洛克供应商的最低标准。

遵守当地法律

供应商的运营必须完全遵守其所在国家、州和市所有适用的法律、法规。[该规范鼓励供应商的行为要优于遵纪守法，以提高社会和环境责任感]

注重质量

供应商提供的所有产品和服务必须符合适用法律的质量和安全性标准要求。与世伟洛克开展业务，或代表世伟洛克开展业务时，供应商必须符合所有的世伟洛克质量要求。

道德

商业诚信

严禁任何形式的贪污腐败、敲诈勒索，以及盗用公款行为。在供应商的经营活动中，供应商决不能以直接或间接的方式给予个人提供或承诺利益或不当行为来获取或保持业务。供应商也不得接受此类利益作为向第三方提供特惠待遇的回报。为世伟洛克所准备的记录应准确、真实和完整，并应符合适用的标准和要求。

利益冲突

代表世伟洛克的供应商不得有对其在执行世伟洛克业务活动和任务时的判断、客观性和忠诚度产生不利影响的利益冲突。应主动披露任何潜在的利益冲突。

争议性原物料

世伟洛克期望我们的供应商仅从对环境和社会负责的来源处获取材料。



不公平业务规程

要维护公平的业务、宣传和竞争标准。世伟洛克的供应商不得涉及任何串通围标、价格垄断、价格歧视，或其它违反任何适用反垄断法的不公平贸易行为。

市场营销和广告宣传

如未事先获得书面同意，供应商不得参与引用或暗含世伟洛克、其名称、徽标或服务的广告宣传、市场营销或促销活动。

IP 保护

供应商必须尊重知识产权，并保障客户信息的安全性。

劳动和人权

反歧视

在雇用和雇佣行为中，供应商不得因民族、肤色、年龄、性别、性取向、种族、残障、宗教、政治立场、工会会员身份、血统或婚姻状况而歧视任何员工。

应为残障员工提供其履行工作职能所必需的合理的工作残障便利设施。

公平待遇

供应商应努力提供无骚扰的工作环境。供应商应禁止工作场所中的骚扰和非法歧视行为。

防止雇用未成年劳工

严禁供应商雇用童工。雇用童工是指提供在精神、身体、社交、道德等方面对儿童产生危害或伤害的工作，或者是对其教育需求产生不当干扰的工作。支持符合所有适用法律法规的正当的工作场所学徒培训计划。

工作时间

供应商必须确保其员工按照所有适用的相关法律及强制性行业标准规定的工作小时数和天数工作。如法令与强制性行业标准之间有冲突，则供应商必须遵守国家法律规定为优先

薪酬与福利

供应商应向全体员工提供符合所有适用法律和具有约束力的协议的薪酬与福利，包括关于加班和其它奖金发放的协议。

健康与安全

工作环境

供应商应为员工提供安全健康的工作及所提供的住房条件。必须至少提供饮用水、适当的卫生设施、安全出口和基本安全设备、紧急医疗护理、适当的照明，以及装置配备齐全的工作区。

此外，供应商必须按照适用的规范和条例标准建造和维护工作设施。在任何情况下，供应商都应向员工提供适当的个人防护装备。员工不应为指出安全隐患而受到惩罚，有权拒绝不安全的工作条件，不必惧怕报复行为。

应急预防、准备工作，以及响应措施

供应商应实施应急计划和响应程序，包括应急报告、员工通知和疏散程序、员工培训和演练、适当的急救用品、适当的火灾探测和灭火设备、足够的出口设施，以及复原方案。

职业安全程序和系统

供应商应确保在开始任何工作活动前已对相关人员进行必要的健康和安全培训。供应商应制定或签署书面的安全和健康计划。供应商有责任按照所有适用的标准和/或规定并运用合理的方式（例如设计、工程和管理控制、预防性维护、培训、工作程序，以及恰当的个人防护设备）告知并控制员工所面临的潜在安全危害。

应通过适宜的设计、工程和管理控制、预防性维护，以及安全工作程序（包括锁定/挂牌标识）对员工所面临的工作场所安全危害（例如电源及其它能源危害、火灾、车辆威胁、滑倒、绊倒，以及坠落危害）加以控制。如果不能通过上述方法充分控制危险，应向员工提供适当的个人防护装备。

环境影响

环境

世伟洛克公司致力于保护和维持我们的环境。我们不断努力将我们对环境的影响最小化，并提高我们工作的环境质量。我们希望能与在这一方面和我们有着相同价值观的供应商合作。我们期望我们的供应商能够努力减少能源和自然资源的使用，以及降低废料和温室气体的排放。供应商至少应遵守其国家内所有当前适用的环境规则、规定，以及法律。世伟洛克的供应商必须（仅为举例而非限制于此）：

- 1) 取得并遵守所有必要的环境许可及规定；
- 2) 减少、控制并/或消除废水、废物和污染的源头；
- 3) 减少、控制并/或排除向空气中排放易挥发化学物质、腐蚀性物质、颗粒物、浮质，以及燃烧产物；
- 4) 遵守适用的标记和警告要求；以及
- 5) 按照法律要求识别、管理并处理受管制的物质。

该规范的合规性

如果供应商的员工、管理人员或代表，或者世伟洛克的任何员工、管理人员或代表发现供应商有任何违反该指南的行为，发现者应到以下网站向世伟洛克道德热线报告该违规行为：<https://swagelok.alertline.com/gcs/welcome>。

或者，也可写信至：

世伟洛克公司
Attn: Corporate Counsel
29500 Solon Road
Solon, Ohio 44139, USA

世伟洛克有权通过审计或其它方式检验供应商是否符合该规范。如果世伟洛克发现任何未遵循该规范的行为或情况，世伟洛克有权要求未遵守该规范的供应商采取纠正措施或与其终止协议。

该规范也适用于向供应商提供货物或服务的所有分包商。供应商全权负责保证所有此类分包商像其自身一样遵守该规范。世伟洛克保留审查供应商的分包商是否遵守该规范的权利。

我们相信，如果双方都遵守这些标准，我们将为我们的客户、员工创造出更好的工作环境，并改善我们所居住的社区和世界的环境。

SWAGELOK SUPPLIER CODE OF ETHICS

SUPPLIER EXPECTATIONS

We expect our Suppliers to be passionately focused on assisting Swagelok in achieving our brand promise of exceptional quality and service.

INTRODUCTION

Swagelok Company conducts its business at all times in accordance with our core values: Quality, Integrity, Respect, Continuous Improvement, Customer Focus, and Innovation. As a result, we expect that our Suppliers operate in a manner that is consistent with these values.

Even though Suppliers are businesses not under the direct control of Swagelok Company, the business practices and actions of a Supplier may significantly impact and/or reflect upon our company. The Supplier Code of Conduct ('the Code') outlines the minimum standards that we expect our Suppliers to uphold.

LOCAL LAW ADHERENCE

Suppliers must operate in full compliance with all applicable laws, rules and regulations of the countries, states, and municipalities in which they operate. [This Code encourages Suppliers to go beyond legal compliance in order to advance social and environmental responsibility]

BIAS FOR QUALITY

All products and services delivered by Suppliers must meet the quality and safety standards required by applicable law. When conducting business with or on behalf of Swagelok, Suppliers must comply with all Swagelok quality requirements.

ETHICS

BUSINESS INTEGRITY

Corruption, extortion, and embezzlement, in any form, are strictly prohibited. In all its activities, a Supplier must never, directly or through intermediaries, offer or promise any personal or improper advantage in order to obtain or retain a business or other advantage from a third party, whether public or private. Nor must the Supplier accept any such advantage in return for any preferential treatment of a third party. Records prepared for Swagelok shall be accurate, truthful and complete, and shall meet applicable standards and requirements.

CONFLICT OF INTEREST

Suppliers acting on Swagelok's behalf should be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty in conducting Swagelok business activities and assignments. Any potential conflict of interest should be proactively disclosed.

CONFLICT MINERALS

Swagelok expects our Suppliers to only source materials from environmentally and socially responsible sources.



UNFAIR BUSINESS PRACTICES

Standards of fair business, advertising and competition are to be upheld. Suppliers to Swagelok shall not engage in collusive bidding, price fixing, price discrimination, or other unfair trade practices in violation of any applicable antitrust laws.

MARKETING AND ADVERTISING

Suppliers may not engage in advertising, marketing, or promotional activities that reference or implicate Swagelok, its name, logo or services without prior written consent.

IP PROTECTION

Suppliers must respect intellectual property rights and safeguard customer information.

LABOR AND HUMAN RIGHTS

ANTI-DISCRIMINATION

Suppliers shall not discriminate against any worker based on race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, or marital status in hiring and employment practices.

Workers with disabilities will be provided reasonable job accommodations as needed to perform their job function.

FAIR TREATMENT

Suppliers shall commit to a workplace free of harassment. Suppliers shall prohibit harassment and unlawful discrimination in the workplace.

PREVENTION OF UNDERAGE LABOR

The use of child labor by Suppliers is strictly prohibited. Child labor refers to work that is mentally, physically, socially, morally dangerous or harmful for children, or improperly interferes with their schooling needs. The use of legitimate workplace apprenticeship programs, which comply with all applicable laws and regulations, is supported.

WORKING HOURS

Suppliers must ensure that their employees work in compliance with all applicable laws and mandatory industry standards pertaining to the number of hours and days worked. In the event of conflict between a statute and a mandatory industry standard, Suppliers must comply with the one taking precedence under national law.

WAGES AND BENEFITS

Suppliers shall provide all workers with wages and benefits that comply with all applicable laws and binding agreements, including those pertaining to overtime work and other premium pay arrangements.

HEALTH AND SAFETY

WORKPLACE ENVIRONMENT

Suppliers shall provide employees with safe and healthy working and, where provided, housing conditions. As a minimum, potable drinking water, adequate sanitation, fire exits and essential safety equipment, access to emergency medical care, appropriately lit and equipped work stations must be provided.

In addition, facilities must be constructed and maintained in accordance with the standards set by applicable codes and ordinances. In all cases, Suppliers shall provide workers with appropriate personal protective equipment. Workers shall not be disciplined for raising safety concerns and shall have the right to refuse unsafe working conditions without fear of reprisal.

EMERGENCY PREVENTION, PREPAREDNESS, AND RESPONSE

Suppliers shall implement emergency plans and response procedures, including emergency reporting, worker notification and evacuation procedures, worker training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, adequate exit facilities, and recovery plans.

OCCUPATIONAL SAFETY PROCEDURES AND SYSTEMS

Suppliers shall ensure that required health and safety training of personnel has been completed prior to initiating any work activity. Suppliers should have or subscribe to a written safety and health program. Suppliers are responsible for addressing and controlling worker exposure to potential safety hazards in conformance with all applicable standards and/or regulations and by utilizing suitable means, e.g., design, engineering and administrative controls, preventative maintenance, training, work procedures, and appropriate personal protective equipment.

Worker exposure to workplace safety hazards (e.g., electrical and other energy sources, fire, vehicles, slips, trips and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tag-out). Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate personal protective equipment.

ENVIRONMENTAL IMPACT

ENVIRONMENT

Swagelok Company is committed to protecting and preserving the environment. We continually strive to minimize our environmental impact and improve the environmental quality of our operations. We seek to do business with Suppliers who share these same values. We expect our Suppliers to make efforts to reduce energy usage, natural resources, waste materials, and greenhouse gasses. At a minimum, Suppliers must comply with all current, applicable environmental rules, regulations and laws in their countries. By way of example and not limitation, Swagelok's Suppliers must:

- 1) obtain and comply with all required environmental permits and regulations;
- 2) reduce, control and/or eliminate wastewater, waste and pollution at the source;
- 3) reduce, control and/or eliminate air emissions of volatile chemicals, corrosives, particulates, aerosols and combustion products;
- 4) conform to applicable labeling and warning requirements; and
- 5) identify, manage, and handle regulated substances in accordance with law.

COMPLIANCE WITH THE CODE

If a Supplier becomes aware of any violation of these guidelines by any of its employees, officers or representatives or any employee, officer or representative of Swagelok, Supplier should report such violation to Swagelok's ethics hotline at: <https://swagelok.alertline.com/gcs/welcome>.

Alternatively, address letters to:

Swagelok Company
Attn: Corporate Counsel
29500 Solon Road
Solon, Ohio 44139, USA

Swagelok reserves the right to verify by audit or other means each Supplier's compliance with the Code. In cases where Swagelok becomes aware of any actions or conditions not in compliance with the Code, Swagelok reserves the right to demand corrective measures or terminate an agreement with any Supplier who does not comply with the Code.

This Code also applies to any sub-contractor(s) to the Supplier providing goods or services to the Supplier. The Supplier is fully responsible for ensuring compliance by any such sub-contractor(s) as if it were the Supplier itself. Swagelok reserves the right to audit the Supplier's sub-contractors for compliance to the Code.

We trust that our mutual compliance with these standards create a better work environment for our customers, associates, community and the world in which we live.