

SUPPLIER CODE OF CONDUCT

供應商行為守則

We require that all factories comply with the following Code of Conduct:
我們要求所有工廠遵守下列行為守則：

Compliance with the Law	Compliance with all laws, rules and regulations.
遵守法律	遵守所有法律、法規和規章。
Minimum Wages and Benefits	Payment to workers of the minimum wage prescribed by local law or the prevailing local industry wage, whichever is higher; provision to workers of benefits that conform to the better of applicable local law or prevailing local industry standards; and payment to workers of overtime compensation in compliance with all applicable laws.
最低薪資及福利	依當地法律所規定的最低薪資或當地同業普遍薪資水準（以較高者為準）支付給勞工；依當地適用法律或普遍同業標準（以較高要求者為準）提供勞工福利；依照一切適用法律支付超時津貼給勞工。
Maximum Working Hours	Overtime shall be limited to a level consistent with humane and productive working conditions. Workers shall not be required, on a regularly scheduled basis, to work in excess of 60 hours (or lower if prescribed by local laws or local industry standards) per week; and, generally, workers shall be provided with at least one day off in seven.
最高工時	超時工作應以合乎人性及生產工作條件的程度為限。不應要求勞工每星期固定工作超過 60 小時（若當地法律或同業標準更為嚴格，則依其規範）；一般而言，勞工每工作七天必須至少休假一天。
No Forced Labor	Prison, indentured, bonded, involuntary, slave labor or labor obtained through human trafficking shall not be used.
不得使用強制勞動	不得聘用監獄勞工、簽訂勞役契約勞工、抵債勞工、非自願勞工、奴隸勞工或透過人口販賣取得的的勞工。
No Child Labor	All workers shall be at least the local minimum legal working age or ILO standard, whichever is higher.
不得聘用童工	所有勞工均必須達到當地最低法定工作年齡或國際勞工組織 (ILO) 標準，以較高者為準。
Health and Safety	The work environment shall be safe and healthy.
健康及安全	工作環境必須安全健康。
Nondiscrimination	Workers shall be selected only on the basis of their ability to do the job and not on the basis of other personal characteristics or beliefs.
反歧視	挑選勞工應純粹以其工作能力為根據，而非以其他個人特質或信仰為依據。
No Corporal Punishment	Neither corporal punishment nor any other form of physical or psychological coercion shall be used against workers.
不得體罰	不應對勞工施以體罰或任何其他形式的肉體或精神壓迫懲罰。
Freedom of Association	The lawful exercise of workers' rights of free association shall be respected and not restricted or interfered in, and workers lawfully exercising those rights shall not be threatened or penalized.
組織工會自由	應尊重勞工依法行使組織工會權的自由，不應加以限制或干涉，而依法行使權利的勞工不應受到威嚇或懲罰。
Anti-Corruption/ Anti-Bribery	Suppliers must comply with all applicable anti-corruption and anti-bribery laws, rules and regulations.
反貪污／反賄賂	供應商必須遵守所有適用的反貪污及反賄賂法律、法規和規章。
Environment	Suppliers must comply with all applicable environmental laws and regulations.
環境	供應商必須遵守所有適用的環保法律和法規。
Community Involvement	Projects undertaken in partnership with community groups, or local or international NGOs, particularly those that address educational opportunities for younger people employed in production facilities, shall be encouraged and supported.
社區參與	應鼓勵及支持與社區團體、當地或國際非政府組織 (NGO) 合作推行的專案，尤其是能為生產線年輕勞工創造教育機會的專案。
Access	For the purpose of monitoring compliance with our policies, the company, subcontractors and its agents shall be given unrestricted access to all production facilities and dormitories and to all relevant records, whether or not notice is provided in advance.
通行與存取權限	為了監控本公司各項政策的遵行程度，公司、外包商及其代理人會被給予自由通行所有生產設施及宿舍的權限，以及存取所有相關記錄的權限。前往各處及存取記錄之前，不一定會提前通知。
Sub-contracting	Unauthorized subcontracting is prohibited. All subcontracting must be pre-approved by Independent Production Services.
分包	禁止未經授權的分包。所有分包必須取得 Independent Production Services 的事先批准。