

SUPPLIER CODE OF CONDUCT

供应商行为守则

We require that all factories comply with the following Code of Conduct:
我们要求所有工厂遵守下列行为守则：

Compliance with the Law 遵守法律	Compliance with all laws, rules and regulations. 遵守所有法律、法规和规章。
Minimum Wages and Benefits 最低工资及福利	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. 向工人支付当地法律所规定的最低工资或当地业内现行支付的工资，以较高者为准；向工人提供符合当地适用法律或现行业内标准（以较高要求者为准）的福利；依照一切适用法例向工人支付超时工作补薪。
Maximum Working Hours 最高工时	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. 超时工作应限制于合乎人道及生产工作条件的水平。不应规定工人每星期固定工作超过六十小时（或当地法例或业内标准所规定的较短工时）；一般而言，工人在七天内必须至少有一天休息。
No Forced Labor 不得使用强迫劳工	Prison, indentured, bonded, involuntary, slave labor or labor obtained through human trafficking shall not be used. 不得使用监狱劳工、契约劳工、抵押劳工、非自愿劳工、奴隶劳工或通过人口贩运获得的劳工。
No Child Labor 不得使用童工	All workers shall be at least the local minimum legal working age or ILO standard, whichever is higher. 所有工人均必须达到当地最低法定工作年龄或国际劳工组织 (ILO) 的标准，以较高者为准。
Health and Safety 健康及安全	The work environment shall be safe and healthy. 工作环境必须安全及健康。
Nondiscrimination 不得歧视	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. 挑选工人应纯粹根据其工作能力而非根据其他个人特质或信仰。
No Corporal Punishment 不得体罚	Neither corporal punishment nor any other form of physical or psychological coercion shall be used against workers. 不应向工人施以体罚或任何其他方式构成肉体或精神上压迫的惩罚。
Freedom of Association 结社自由	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. 应尊重工人合理组织工会的自由，不应加以限制或干涉，依法行使权利的工人不应受到威吓或惩罚。
Anti-Corruption/ Anti-Bribery 反腐败/反贿赂	Suppliers must comply with all applicable anti-corruption and anti-bribery laws, rules and regulations. 供应商必须遵守所有适用的反腐败和反贿赂法律、规则 and 规定。
Environment 环境	Suppliers must comply with all applicable environmental laws and regulations. 供应商必须遵守所有适用的环保法律和法规。
Community Involvement 参与社区计划	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. 应鼓励及支持参与社区团体或当地或国际非政府机构 (NGO) 合作推行的计划，尤其是有关在生产设施工作的年轻人得到教育机会的计划。
Access 通行审查	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. 对监察政策的执行，公司、分包商及其代理应随时允许对其生产设施、宿舍和所有相关记录进行审查。审查可提前通知，也可以不经通知随时进行。
Sub-contracting 分包	Unauthorized subcontracting is prohibited. All subcontracting must be pre-approved by Independent Production Services. 禁止未经授权的分包。所有分包必须取得 Independent Production Services 的事先批准。