



狮丹努集团股份有限公司行为准则

Seduno Code of Ethics and Conduct

基于不同的法律和文化环境，狮丹努制定如下行为准则，该准则狮丹努商业运营的基本要求，同时狮丹努也以此作为社会责任和可持续发展评估的基础。

Seduno establishes the following code of conduct based on different laws and cultural environment. This code is the basic requirement of doing business. Meanwhile, Seduno will regard this code as social responsibility and sustainable development (hereinafter referred to as CSR) evaluation basis.

一、总则

General Provisions

1. 狮丹努遵守所在国家/地区相关法律，包括有关劳工，工人安全健康及环境的条例和规则。

Seduno comply with the relevant laws in relevant countries/regions, including relevant regulations and rules about labor, workers' health and safety, and environment.

2. 无论在有或没有事先通知的前提下，狮丹努允许客户随时对其工厂/公司/商业实体设施和相关资料进行检查。

No matter with or without prior notice, Seduno allows brands to check the facilities and relevant information of factories/companies/commercial entities.

二、雇佣

Employment

1. 建立人事档案，签订劳动合同，并发放一份给工人。确保所有员工了解自身的权利和义务。

Establish personnel files, sign labor contract and issue one to the workers. Employers have the responsibility to make sure all the employees know their rights and obligations.

2. 不雇佣 16 周岁以下的儿童，同时完全遵守所有相关的童工法规。

Not employ children who are under the age of 16, meanwhile, shall completely comply with all relevant regulations of child labor.

3. 误雇佣 16-18 周岁的未成年工时，必须按照法律要求做好体检和备案。

If employing minors between the ages of 16 to 18, must be in accordance with the legal requirements to do physical examination and for the record.

4. 外籍劳工（如适用），招募或雇佣工人应确保其享有等同于当地工人之待遇。

Ensure the recruited foreign workers (if applicable) have the equal treatment as local workers.

三、健康及安全

Health and Safety

1. 保证工作环境符合有关法律或条例规定，包括工人及其他工作人员健康、安全、卫生，以及电力、消防和建筑安全。

The work environment is in accordance with relevant laws or regulations, including worker and other personnel's health, safety, hygiene, and electric power, fire control and construction safety.

2. 禁止使用厂房、仓库和宿舍一体的建筑。

Integration of workshop, warehouse and dormitory is not allowed.

3. 有足够的消防通道，每一层面至少有 2 个或以上不上锁的安全出口，消防通道明显标识，并不受堵；安全门向外开启；能提供消防验收合格证。

Have sufficient fire escape way, at least 2 unlocked emergency exits on each floor. The fire escape way must have obvious sign and not be blocked. Emergency exit must open outward. Provide the fire acceptance certificate.

4. 配备足够的灭火器，安装应急灯，安全出口和火警铃，张贴紧急逃生示意图。

Be equipped with sufficient fire extinguishers, install the emergency lights, exit and fire alarm bell, and post an emergency escape plan.

5. 厂区和宿舍，至少每 6 个月举行一次的消防演习；定期开展消防安全培训。

Hold a fire drill at least every six months in factory and dormitory, carry out fire safety training regularly.

6. 在生产区域光线必须充足，空气流通。

In production areas must have sufficient light, and circulating air.

7. 工作场所的厕所有隐私空间，干净整洁，无异味，并能自由如厕。

Toilets shall have privacy in the workplace, shall be clean, no peculiar smell and convenient.

8. 工作场所的每层楼面提供医药箱，张贴急救员。

Shall provide the medicine cabinets, post first aider's name list each floor in the workplace

9. 根据各种机器设备的需要，提供合适的防护用品给工人，如：面罩、手套、眼罩、耳塞、胶鞋等。

According to the requirements of all kinds of machines, provide suitable protective equipment to workers, such as masks, gloves, goggles, ear plugs, rubber shoes, etc.

10. 无偿提供清洁的饮用水给工人自由使用。

Provide workers with clean drinking water free of charge.

11. 合法存放及处置有危险及可燃物料，保持安全通风。

Store and dispose hazardous and combustible materials legitimately, maintain safe ventilation.

12. 生产场地需保持干净整洁。

Product areas shall keep clean and tidy.

四、工时及工资

Working Hours and Salary

1. 建立完善合理的考勤机制。

Set up complete and reasonable attendance regulations.

2. 提供真实可查的考勤资料。

Provide true attendance information.

3. 提供所有记录员工工资及福利待遇的资料。

Provide all records about workers' salary and welfare treatment.

4. P 提供社保缴纳情况证明。

Provide social security insurance.

5. 遵照法定要求或本行业标准支付工人有薪年假及有薪法定假期，取其日数高者为准。

Pay the Paid annual leave and Paid statutory holidays to workers in accordance with legal requirements or this industry standard, and take the higher number applies.

6. 每次发薪时，向工人提供易于明白的工资单，并留档保存。工资单须由工人签名。

Provide workers with payroll which is easy to be understood every payday, and keep the record. Payroll shall be signed by the workers.

五、环境

Environment

遵守所有可适用的环境法规，需要积极做到以下几点：

Comply with all the applicable environment regulations, and need to do the following actively:

1. 查看公众环境研究中心 IPE 网站至少三个月一次，及时跟进被披露的环境信息。

Check the public environmental research center of IPE website at least once every three month; follow disclosure of environmental information regularly.

2. 追踪和测量用水量，用电和天然气及柴油等能源的消耗，并提供记录。

Track and measure the consumption of water, electricity, natural gas and diesel oil and other energy consumption, and provides the records.

3. 签订客户的化学品使用承诺书。

Sign the Commitment to the use of chemicals of brands.

4. 建立化学品清单，化学品容器必须正确加贴标签并妥善存放。车间必须贴有以当地语言印制的材料安全数据表（MSDS）。必须遵照执行 MSDS 中的指示。

Build a checklist of chemicals, chemical containers must be properly labeled and stored. Workshop must attach in the local language printed material safety data sheet (MSDS). Comply with the instructions of MSDS.

5. 废水排放必须经过处理后再排放，经过处理的废水水质必须达到当地法规或 BSR 的要求，以较严格者为准。

Waste water produced by the production unit must be treated before discharging, the treated waste water's quality must meet the requirements of local regulations or BSR, shall not be subject to less strict.

6. 所有废弃物，特别是危险废弃物，均需以负责人的方针及严格根据当地法律进行处理。

All waste, especially hazardous waste, must be with the head of policy and strictly processed according to local law. Discrimination, harassment and abuse, corporal punishment.

六、歧视、骚扰及辱骂、体罚

Discrimination, harassment, abuse, and corporal punishment

平等雇佣，同工同酬，禁止招聘时对女员工验孕；必须尊重和礼待工人；禁止对员工进行骚扰、辱骂、体罚或其他形式的身体或心理迫害。禁止歧视工人的个人特征或信仰。

Employ equally and pay the same salary for same work; when recruiting female employees, pregnancy test is not allowed; Treat workers with respect and courtesy; Prohibit employees on harassment, abuse and corporal punishment or other forms of physical or psychological persecution. Prohibit discrimination of workers' personal characteristics or beliefs.

七、强迫劳动

Forced labor

禁止任何形式的强迫劳动、监狱劳工、奴隶劳工、偿债劳工等。

Prohibit any form of forced labor, prison labor, slave labor, service labor, etc.

八、申诉与沟通

Appeal and Communication

1. 建立申诉机制，与员工进行有效沟通。

Establish appeal mechanism to communicate effectively with employees.

2. 工人有结社自由，工厂不得干涉工人和平参与或成立合法的组织或社团作业集体谈判的权利；不得对申诉或参加结社的员工进行打击报复。

Workers have freedom of association, shall not interfere workers to join in peacefully or the right to establish a legal organization or community collective bargaining; retaliating against the workers who are appealing or participating in the association is not allowed.

九、转包、外发和外包

Subcontract, Putting out, and Outsourcing

不得在未得到品牌书面同意的情况下，将产品转包给其他工厂生产。不允许存在任何形式的外包和外发。

Not subcontract product to other factories without the written consent of brands. Any form of putting out and outsourcing is not allowed.

十、道德的商业行为

Ethical Business Behavior

1. 遵守本原则，在不影响本章节所列的目标和期望的同时，不参与任何腐败、勒索或贪污行为，或任何形式的贿赂，包括但不限于许诺、提供、给予或收受任何不当钱财或其他好处。

Comply with this principle. While not influence the goals and expectations of the listed in this section, shall not be involved in any corruption, extortion, or corruption, or any form of bribery, including but not limited to promise, provide, give or take any improper money or other benefits.

2. 保存有关其活动，结构和绩效的准确信息，并依照适用的法律法规和行业惯例予以披露。

Required to save its activities, the accurate information of structure and performance, and disclose in accordance with applicable laws and regulations and industry practices.

3. 不应参与该等信息的伪造，或在供应链中的任何失实陈述行为。

Not participate in the forgery of such information, or any misrepresentation in the supply chain.

本守则内的条文所列，仅为最低标准，而非最高要求，不以此为限，而拒绝超越标准。应用本守则亦须遵守当地及其它适用的法律，若法律与本基本守则内的条文皆对同一事项做出规定，则须以保障较大者为准。

As this code provisions listed, it is just the minimum standards rather than the highest requirements, shall not be limited, and reject to surpass the standard. Also abide by the local applicable laws while using this code. If laws and basic provisions of the code make a provision for the same items, it shall subject to higher assurance.