

# Supplier Code of Conduct

## 供应商行为守则

This Supplier Code of Conduct is based on local, national laws/regulations, the International Labor Organization's Core Conventions and other relevant international standards. The Supplier Code of Conduct is applicable to all worksites producing for Top Form.

此供应商行为守则建基于当地、国家法律/法规、国际劳工组织的核心公约和其他相关国际标准。供应商行为守则适用于所有为黛丽斯进行生产的场所。

Suppliers are responsible for ensuring compliance with the Code and must remediate all violations.

供应商有责任确保遵守本守则，所有违规行为必须纠正。

### **Compliance with Laws 遵纪守法**

Compliance with all laws, rules and regulations.

遵守所有法律及法规。

### **Wages and Benefits 工资及福利**

Payment to workers of the minimum wages prescribed by local laws or the prevailing local industry wages, whichever is higher.

向工人支付当地法律规定的最低工资或当地实行的行业工资，以较高者为准。

Provision to workers of benefits that conform to the better applicable local laws or prevailing local industry standards and payments to workers of overtime compensation in compliance with all applicable laws.

向工人提供符合更适用的当地法律或现行当地行业标准的福利，并根据所有适用法律向工人支付加班工资。

### **Working Hours 工作時間**

Hours worked each day, and days worked each week, in line with local legal requirements shall not exceed daily working hours and 6 days respectively.

每天的工作时数和每周的工作天数符合当地法律要求，分别不超过每日工作时间和每周工作六天。

### **No Force Labor 禁止强迫劳动**

Prison, indentured, bonded, involuntary, slave labor or labor obtained through human trafficking shall not be used.

不得使用监狱、契约劳工、债役劳工、非自愿劳工、奴隶劳工或通过人口贩卖获得的劳工。

### **No Child Labor 禁止童工**

All workers shall be at least the local minimum legal working age or International Labor Organization ("ILO") standard.

所有工人应至少达到当地最低法定工作年龄或国际劳工组织 ("ILO") 标准。

### **Health & Safety 健康和安全**

The work environment shall be safe and healthy.

工作环境应安全健康。

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### **No Discrimination 禁止歧视**

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.

Discrimination including, but not limited to: race, color, religion, sex, national origin, physical or mental disability and age.

选择工人时应仅根据其工作能力而不是个人特征或信仰。

歧视包括但不限于种族、肤色、宗教、性别、国籍、身体或精神残疾和年龄。

### **No Corporal Punishment 禁止体罚**

Neither corporal punishment nor any other form of physical or psychological coercion shall be used against the workers.

不得对工人使用体罚或任何其他形式的身体或心理胁迫。

### **Freedom of Association 结社自由**

The lawful exercise of workers' right of free association shall be respect and not restricted or interfered in, and workers lawfully exercising those rights shall not be threatened or penalized.

工人自由结社和集体谈判权的合法权益受到尊重，不受限制或干涉，合法行使这些权利的工人不受威胁或惩罚。

### **Sexual Harassment 性骚扰**

There should not be any harassment and sexual harassment of its employee by another employee, supervisor for any reason.

任何雇员、管理人员不得以任何理由对其他雇员进行骚扰和性骚扰。

### **Anti-Corruption/Anti-Bribery 反腐败和贿赂**

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、规则和法规。

### **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境相关法律和法规。

### **Access to Facilities and Information 设施和信息使用**

For the purpose of monitoring compliance with our policies, the suppliers and its agents shall be given un-restricted access to all production facilities and dormitories and to all relevant records, whether or not notice is provided in advance.

供应商及其代理人无论有否在提前通知的情况下，应可以不受限制到访所有生产设施和宿舍，以及参阅所有相关记录。

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### **Non-Disclosure/Confidentiality 保密义务**

This Code of Conduct strictly prohibits suppliers and its employees from providing or making available confidential or inside information to anyone outside Top Form without proper authorization.

本行为守则严格禁止供应商及其雇员在未经授权的情况下向黛丽斯以外的任何人提供机密或内幕信息。

### **Conflict of Interest 利益冲突**

Supplier, its employees and their immediate family should not have any personal contract or agreement of any nature with any employees of Top Form Group, which might influence or give the appearance of influencing any action or decision we make with respect to the business of Top Form Group. Supplier is responsible for reporting to us in case of any potential case.

供应商、其雇员及其直系亲属不应与黛丽斯集团任何雇员签订任何性质的个人合同或协议，这可能影响或看似影响我们就黛丽斯集团业务作出的任何行动或决定。供应商有责任向我们报告任何潜在的情况。

### **Sub-Contracting 承包商分包**

Unauthorized subcontracting is prohibited. All subcontracting must be pre-approved by authorized representative of Top Form Group.

禁止未经授权的分包。所有分包必须获得黛丽斯集团的授权代表预先批准。

Approved by: Kevin Wong (CEO)

审批人：首席执行官黄启聪

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