

南寶樹脂化學工廠股份有限公司

供應商行為準則

Supplier Code of Conduct

“可持續發展”是全球普遍接受的可維持經濟增長而不危害我們的地球或耗盡其資源，同時提高地球上現有和未來人口生活品質的方法。南寶樹脂公司(以下簡稱南寶)希望與供應商合作，進一步完善公司供應鏈的可持續發展。

“Sustainable Development” is a globally accepted approach to sustaining economic growth without harming our planet or exhausting its resources while improving the quality of life for its current and future inhabitants. NAN PAO Resins Company (Hereinafter referred to as NAN PAO) want to collaborate with our suppliers to further develop their sustainability performance in our supply chain.

南寶希望供應商完全遵守適用法律，並遵守國際公認的環境、社會和公司治理標準 (ESG標準)。我們還希望供應商能將這些標準沿著整個供應鏈延伸，這些準則也是我們選擇和評估供應商的重要考慮因素。我們期望透過與供應商的密切合作、溝通、稽核和後續評估，推動持續性的改進。

NAN PAO expect our suppliers to fully comply with applicable laws and to adhere to internationally recognized environmental, social and corporate governance standards (ESG standards). Moreover, we expect our suppliers to replicate these standards further down the supply chain. The code is also an important component of our supplier selection and evaluation. It is our intention to collaborate closely with our suppliers to drive continuous improvement through communication, audits, and follow-up assessments.

本準則由5個部分組成，分別概述A.道德規範、B.勞工、C.健康與安全、D環境、E管理制度的標準。這些標準基於【聯合國全球契約】的十項倡議原則、十七項【聯合國永續發展目標(SDGs)】，以及化學工業之【責任關懷全球憲章】項目所制定。

The Code is made up of five sections. Section A add standards relating to business ethics. Sections B, C, D outline standards for Labor, Health and Safety, and the Environment, respectively. Section E outlines the elements of an acceptable system to manage conformity to this Code. The provisions in this Code are derived primarily from the ten principles of the United Nations Global Compact initiative, seventeen goals of the United Nations Sustainable Development Goals (SDGs), and the global chemical industry’s Responsible Care® program.

A. 道德規範 ETHICS

供應商應將誠信經營視為商業關係的基礎，在開展業務時，首要講求道德與誠信。

Suppliers consider business integrity as the basis of business relationships. Suppliers are expected to conduct their business in an ethical manner and to act with integrity.

1) 誠信經營 Business Integrity

在所有商業互動關係中都應謹守最高的誠信標準。參與者應採取零容忍政策來禁止任何形式的賄賂、貪污、敲詐和挪用公款等腐敗行為。

The highest standards of integrity are to be upheld in all business interactions. Suppliers shall have a zero tolerance policy to prohibit all forms of bribery, corruption, extortion and embezzlement.

2) 避免利益衝突 Avoid Conflicts of Interest

供應商與南寶之間的商業往來，應避免任何可能的利益衝突。一旦有利益衝突的情形，必須立刻報告南寶稽核室，並採取適當措施以防止此可能導致的不當行為。

南寶樹脂稽核室信箱: audit@nanpao.com

Conflicts of interest should be avoided to prevent misconduct between suppliers and NANPAO. If a potential conflict is discovered, you should report such incident immediately to NANPAO audit office and take corrective actions to ensure that no inappropriate actions result from the conflict.

Email of NANPAO audit office: audit@nanpao.com

3) 公平競爭 Fair Competition

供應商應謹守公平交易、並遵守所適用的反壟斷法。

Suppliers will conduct their business in line with fair competition and in accordance with all applicable anti-trust laws.

4) 知識產權與保密 Intellectual Property and Privacy

供應商應尊重知識產權，須以保護知識產權的方法傳遞技術和生產知識；並必須保護客戶和供應商的資料。

Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights; and, customer information is to be safeguarded.

5) 身份保護及防止報復 **Protection of Identity and Non-Retaliation**

供應商應制定程序來保護員工檢舉者 (任何揭露公司員工、主管或公務員和政府機構的不正當行為者) , 並確保其身份機密性和匿名性。供應商也應制定溝通程序, 讓員工可以表達他們的疑慮, 而不用害怕遭到報復。

Programs that ensure the confidentiality, anonymity and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law. Suppliers should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

6) 衝突礦物 **Conflict Minerals**

供應商應保證供應給南寶產品中所含有之金屬, 不應源自於犯罪武裝團體之直接或間接資助衝突地區的礦物或其衍生物。

Suppliers are expected to ensure that products supplied to NAN PAO do not contain metals derived from minerals or their derivatives originated from conflict regions that directly or indirectly finance or benefit armed groups.

B. 勞工 **LABOR**

供應商應根據國際社會公認的準則, 承諾維護勞工的人權, 並尊重他們。這適用於所有勞工, 包括直接僱員、臨時工、學生、合約勞工、以及任何其他類型的勞工。

Suppliers are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

1) 自由選擇職業 **Freely Chosen Employment**

所有工作應當是自願的, 勞工擁有隨時自由離職或終止僱傭關係的權利。禁止使用非自願或剝削性勞工、奴役或販賣的人口。

All work must be voluntary and workers shall be free to leave work at any time or terminate their employment. Forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking of persons shall not be used.

2) 不雇用童工 Child Labor Avoidance

不得在任何製造工序中使用童工，但符合所有法例與法規的合法職場學習計劃不在此列。未成年的勞工（青年勞工）不得從事可能會危及其健康或安全的工作。

Child labor is not to be used in any stage of manufacturing. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize the health or safety of young workers, including night shifts and overtime.

3) 工時、工資與福利 Working hours, Wages and Benefits

工作時數不應超過當地法律規定的上限。支付給勞工的工資應當符合所有相關的薪酬法律，包括有關最低工資、超時加班和法定福利的法律。除非法律另有規定，禁止以扣除工資作為紀律處分的手段。

Working hours for suppliers' employees will not exceed the maximum set by the applicable national law. Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Deductions from wages as a disciplinary measure shall not be permitted unless otherwise specified by laws.

4) 公平待遇 Fair Treatment

在供應商向員工提供的工作場所中，不應有惡劣或不人道行為、任何性騷擾、性虐待、肉體懲罰或折磨、精神或身體脅迫、語言侵犯或威脅。有關的紀律政策及程序必須有清晰的定義，並向員工清楚地傳達。

Suppliers will provide their employees with a workplace free of harsh and inhumane treatment, without any sexual harassment, sexual abuse, corporal punishment or torture, mental or physical coercion or verbal abuse of employees, or the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers

5) 多元化和包容性 Diversity and Inclusion

供應商承諾不得因人種、膚色、年齡、性別、性傾向、性別認同及表現、種族或民族、殘疾、懷孕、信仰、政治立場、團體背景、退役身份、受保護的基因資料或婚姻狀況等，在招聘及實際工作中歧視員工，例如因此而影響工資、晉升、獎勵和受訓機會等。

Suppliers will be committed to not engage in discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training.

6) 自由結社 Freedom of Association

供應商應做到與其員工和工人代表進行開放性和建設性的對話。供應商應依照地方法律，尊重員工進行自由結社、參加工會、尋求代表、加入勞資協議會和從事集體議價的權利。供應商不得損害工人代表之權益。

Suppliers will be committed to an open and constructive dialogue with their employees and workers' representatives. In accordance with local laws, suppliers will respect the rights of their employees to associate freely, join labor unions, seek representation, join works councils and engage in collective bargaining. Suppliers will not disadvantage employees who act as workers' representatives.

C. 健康與安全 HEALTH and SAFETY

供應商應當保護其員工免遭工作場所中的任何身體危險，不讓他們承擔具有苛刻身體要求的任務，使其遠離所用設施帶來的危險。

Suppliers will protect their employees from any kind of physical hazards, and physically demanding tasks in the workplace as well as from risks associated with any infrastructures used by their employees.

1) 職業安全與合規 Occupational Safety and Compliance

供應商應當遵守所適用的健康、安全法規，應當獲取、保持和不斷更新所有必需的執照、許可證和限制。供應商應當提供合適的控制方式、安全工作計畫、預防性維護和必要的技術保護措施，降低工作場所內的健康與安全風險。

Suppliers will comply with all applicable environmental, health and safety regulations. All required permits, licenses and registrations will be obtained, maintained and kept up-to-date. Suppliers will provide appropriate controls, safe work procedures, preventative maintenance and necessary technical protective measures to mitigate health and safety risks in the workplace.

2) 流程安全 Process Safety

在生產過程的所有階段，供應商都應當解決所有產品相關的問題及其潛在影響。對於危險裝置，供應商應當執行具體的風險分析，並採取措施，防止化學品洩露和/或爆炸等事故的發生。

Suppliers will address product-related issues and their potential impact during all stages of the production process. For hazardous installations the supplier will conduct specific risk analyses and implement measures that prevent the occurrence of incidents such as chemical releases and/or explosions.

3) 產品安全 Product Safety

對於使用的所有有害物質，供應商應當準備包含所有必相關安全資訊的材料安全資料表，並在合法需要的情況下提供給南寶和其他各方。

Material safety data sheets containing all necessary safety-relevant information will be made available by suppliers for all hazardous substances and will be provided to NAN PAO and other parties in case of a legitimate need.

4) 公共衛生 Sanitation

供應商應當為員工提供清潔的飲用水、充足的照明供暖和通風設備、合適的衛生條件、獨立安全的場所以供儲存個人和貴重物品，以及適當且出入方便的私人空間。

Workers are to be provided with ready access to potable water, adequate lighting, heat, ventilation, sanitary, and reasonable personal space along with reasonable entry and exit privileges

5) 健康與安全溝通 Health and Safety Communication

供應商應當以員工能夠明白的語言，提供適當的職業健康和 safety 資料和訓練，鑑別員工面對的所有工作場所危險情況，鼓勵員工提高安全與衛生意識。

Supplier shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards

that workers are exposed to. Training is provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise safety and hygiene concerns.

6) 溫室氣體排放和能源消耗 GHG Emissions and Energy Consumption

供應商應追蹤及紀錄所有相關範疇 1 和 2 的溫室氣體排放及能源消耗。供應商應當找到方法來改善能源利用效率並盡量減少溫室氣體排放和能源消耗。

Suppliers shall track and document all relevant Scope 1 and 2 greenhouse gas emissions and energy consumption. Suppliers shall look for methods to improve energy efficiency and to minimize their greenhouse gas emissions and energy consumption.

D. 環境 Environment

供應商認知環境保護責任是不可或缺的。在製造作業過程中，應盡量減少對社區、環境和自然資源造成不良影響，同時保障公眾的健康和安全。

Suppliers recognize that environmental responsibility is integral to producing products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public and all local environmental protection laws must be followed.

1) 環境許可和報告 Environmental Permits and Reporting

供應商應獲取所有必需的環境相關許可證（如排放監控）、批准和登記文件，亦要對之進行維護並時常更新，以及遵守許可證的操作和報告要求。

All required environmental permits (e.g. discharge monitoring), approvals and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

2) 節約資源和預防污染 Resource Reduction and Pollution Prevention

供應商應當節約使用自然資源（水、能源、原物料等）。應在源頭或通過改良生產、維護流程、材料替換、回收再利用等措施，尋求具成本效益的方法來改善能源利用效率，最大限度減少或消除對環境與氣候的不利影響。供應商應制定生物多樣性及無毀林策略，承諾監測、預防、減輕和解決當地生態系統影響。

Suppliers are expected to use natural resources (e.g. water, sources of energy, raw materials) in an economical way. Negative impacts on the environment and climate will be minimized or eliminated at their source or by practices such as the modification of production, maintenance and facility processes, material substitution, conservation, recycling and material reutilization. Suppliers shall establish a biodiversity and no deforestation strategy and commit to monitoring, preventing, mitigating, and solving local ecosystem impacts.

3) 有害物質管理 Hazardous Substances Management

供應商應當識別與管理對人類或環境造成危害的任何物質，確保這些物質得以安全地處理，包含生產、運送、儲存、使用、回收、廢棄或再使用及棄置。

Chemicals and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

4) 廢棄與排放 Waste and Emissions

對於有可能對人類健康或環境正常狀態造成不利影響的任何廢棄物，供應商都應進行適當管理、估量、控制，並經適當處理再排放到環境中，並盡量減少溫室氣體排放。

Any of these activities that have the potential to adversely impact human or environmental health will be appropriately managed, measured, controlled and handled prior to release of any substance into the environment. Suppliers will minimize the greenhouse gas emissions.

5) 材料控制 Materials Restrictions

供應商應當遵守所有適用法律法規和客戶要求，禁止或限制在產品和製造過程中納入特定之物質。

Suppliers are to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

E. 管理制度 MANAGEMENT SYSTEM

供應商應採用或建立範疇與本準則內容相符的管理體系，該管理體系也應當推動持續改進。

Suppliers shall adopt or establish a management system whose scope is related to the content of this Code. The management system should also facilitate continual improvement.

1) 遵循法規 Compliance

供應商應遵守所有適用的國家和國際貿易法律、法規、協議和公共標準，實施適當的合規管理體系。

Suppliers will comply with all applicable laws, regulations, contractual agreements and generally recognized standards.

2) 風險管理 Risk Management

供應商需識別與經營相關的守法、環境、健康與安全以及勞工活動及道德風險，評定每項風險的級別，實施適當的程序管制來控制已識別的風險和確保遵行監管規例，且加強化學品管理。

Suppliers will identify and manage the legal compliance, environmental, health, safety, and labor practice and ethics risks. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

3) 溝通 Communication

管理系統中須制定程序將供應商的政策、實踐、預期和績效清晰準確地傳達給員工、並建立員工申訴管道。

The system should contain a process for communicating clear and accurate information about Supplier's policies, practices, expectations and performance to workers, suppliers and customers.

4) 糾正措施 Corrective Action Process

制定程序以確保能及時糾正在內外部的評估、檢查、調查和審核中所發現的不足之處。

The system should contain a process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

5) 持續改善 Continuous Improvement

供應商應採取合適的措施，不斷改善其可持續性表現。應制定績效目標、指標和實施計劃來提高供應商的社會和環境責任績效，並定期進行自我評估

Suppliers are expected to continuously improve their sustainability performance by implementing appropriate measures.

供應商行為準則遵循聲明

Declaration of Supplier Code of Conduct

致 南寶樹脂公司 (「南寶」):

To Nan Pao Resins Company (Nan Pao):

我們深知南寶的供應商是實踐核心價值的重要成員。南寶期待其供應商應履行上述的「供應商行為準則」，以符合企業社會責任，也期待供應商之上游供應商、合約廠商、服務提供廠商亦能參照此準則。HERE fully realize that Nan Pao's suppliers are the important members practicing the core value. Nan Pao expects the suppliers to adopt above "Supplier Code of Conduct" for corporate social responsibility purpose, and expects our suppliers to hold their suppliers, contractors, and service providers to the standards defined in this Code.

為此，本公司特此聲明已詳閱並將遵守南寶之「供應商行為準則」，並願意與南寶共同努力完善供應鏈的可持續性。本公司亦同意如有違反此準則之情形，可能導至雙方之業務關係中止。本公司未來也將參與南寶對於供應商準則所進行的宣導與遵法活動。

HERE declares that we have read and understood the content of Nan Pao's "Supplier Code of Conduct" and will adhere to it, also will cooperate with Nan Pao for further developing sustainability in our supply chain. HERE agrees that breach of Conduct may terminate our partnership, and to participate in the propaganda campaigns on Supplier Code of Conduct implementation in adherence.

公司 Company: _____

公司地址 Company Address: _____

代表人姓名 Name of Representative: _____

代表人職稱 Title of Representative: _____

簽名 Signature: _____

日期 Date (Year/Month/Date): _____/_____/_____