

## 中鼎供應商行為準則 CTCI Supplier Code of Conduct

CTCI is committed to the highest standards of social and environmental responsibility and ethical conduct, and we expect our suppliers to adopt the same policy. CTCI's suppliers are required to operate in accordance with the principles in this CTCI Supplier Code of Conduct and in full compliance with all applicable laws. This Code applies to CTCI suppliers and their subsidiaries, affiliates, and subcontractors providing goods or services to CTCI.

中鼎工程長期於社會責任、環境保護、企業道德、經營管理等領域投入高度的關注，因此我們期待供應商能採用相同的準則。中鼎工程供應商的所有業務活動皆應完全符合本準則以及其經營所在國的法律和規章的要求。此準則適用於供應商及其子公司、關係企業及承包商等，提供中鼎工程貨品或服務之廠商。

### 1. Labor and Human Rights (勞工及人權)

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.

供應商應承諾維護員工的人權，並給予員工應有的尊重和尊嚴。該標準適用於所有員工，包括臨時工、外籍勞工、實習生、約聘、正職雇員和任何其他類型的員工。

#### 1.1 Freely Chosen Employment (自由就業)

Forced, bonded (including debt bondage) or indentured labor or involuntary prison labor: slavery or trafficking of persons shall not be used.

禁止使用強逼、擔保（包括抵債）或用契約束縛的勞工、非自願的監獄勞工、奴役或販賣的人口。

#### 1.2 Child Labor Avoidance (童工)

Child labor is not to be used in any stage of manufacturing. The term "child" refers to any person employed under the age of 14 (where the law of the country permits).

不得在任何製造程序中雇用童工。「童工」指聘僱任何未滿 14 歲（或該國家/地區限制最低就業年齡的人士）。

#### 1.3 Working Hours (工時)

Workweeks are not to exceed the maximum set by local law.

每週的工作時間不應超過當地法定之最長工時。

#### 1.4 Wages and Benefits (工資與福利)

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance

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with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates.

支付給勞工的工資應當符合所有相關的薪酬法令，包括最低工資、超時加班和福利的法令。根據當地法律的規範，勞工的加班工資應高於常規時薪水平。

### 1.5 Humane Treatment (人道待遇)

There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.

避免苛刻和非人道地對待員工，包括任何形式的性騷擾、性侵犯、體罰、精神或肢體上的脅迫或是口頭辱罵。

### 1.6 Discrimination (歧視)

Supplier will not engage in discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices.

供應商應承諾員工免受騷擾以及非法歧視。公司不得因人種、膚色、年齡、性別、性傾向、性別認同及表達、種族或國籍、殘疾、懷孕、信仰、政治立場、團體背景、或婚姻狀況等在招聘及工作中歧視員工。

### 1.7 Freedom of Association (結社自由)

Supplier will comply with all applicable local and national laws on freedom of association and collective bargaining. Workers shall be able to openly communicate with management regarding working conditions and management practices.

根據當地法律，供應商應當尊重所有員工組織和參與他們所選擇的工會、集體談判和參加集會的權利，同時也應尊重員工迴避這類活動的權利。員工能公開地就工作條件和管理方法與管理層溝通。

## 2. Health and Safety (健康與安全)

Suppliers recognize that in addition to minimizing the incidence of work-related injury and illness, a safe and health work environment enhances the quality of products and services, consistency of production and worker retention and morale. Suppliers also recognize that ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace.

供應商應注意除了盡量減少與工作相關的傷病發生率外，安全、健康的工作環境有助提高產品和服務的質素、生產的穩定性以及員工的忠誠度和士氣。供應商也應意識到持續地在員工身上投放資源和進行教育是辨識和解決工作場所內健康與安全問題的關鍵。

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### 2.1 Occupational Safety (職業安全)

Worker exposure to potential safety hazards are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures and ongoing safety training.

應透過設計和管理、保養、安全操作程序和安全知識培訓來維持工作場所之安全。

### 2.2 Emergency Preparedness (應急應變)

Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures, including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

應評估潛在的緊急情況，並透過實施緊急應變程序將影響降至最低，包括：緊急應變報告、員工通告和疏散計劃、員工培訓和演習、適當的火警偵測和滅火設備、充足的疏散設施和復原計劃。

### 2.3 Occupational Injury and Illness (工傷和職業病)

Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness, including provisions to: a) encourage worker reporting; b) classify and record injury and illness cases; c) provide necessary medical treatment; d) investigate cases and implement corrective actions to eliminate their causes; and d) facilitate return of workers to work.

應當制定程序預防、管理、追蹤和回報工傷和職業病，包括以下規定：鼓勵員工回報；分類記錄工傷和職業病案例；提供必要的治療；調查並執行糾正措施以杜絕類似情況；協助員工返回工作崗位。

### 2.4 Industrial Hygiene (工業衛生)

Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. Engineering or administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, worker health is to be protected by appropriate personal protective equipment programs.

應當評估並控制因接觸生物化學及物理藥劑給員工帶來的影響。必須透過工程防護或管理來防止員工過度接觸這些藥劑。如這些措施無法有效預防危害，應當提供適當的個人防護裝備來保障員工的健康。

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### 2.5 Machine Safeguarding (防護)

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

應當評估生產設備或其他類型機器的安全性。為預防機器對勞工可能造成的傷害，應當提供並維護防護裝置。

## 3. ENVIRONMENTAL (環境)

Suppliers recognize that environmental responsibility is integral to producing world class 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.

供應商應視環境保育責任為生產產品中不可或缺的一部份。在製造作業流程中，應盡量減少對社區、環境和自然資源造成的不良影響，同時保障公眾的健康和安全。

### 3.1 Environmental Permits and Reporting (環境許可報告)

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.

應取得環境許可證（如排放監控）、批准和登記文件，亦要對之進行維護及更新，以及遵守許可證的要求。

### 3.2 Pollution Prevention and Resource Reduction (預防污染和節約資源)

Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

透過改良生產、維修和設施程序、替換材料、節約資源、物料回收再利用等減少任何類型的資源浪費（包括水和能源）。

### 3.3 Hazardous Materials (有害物質)

Chemical 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.

應當管制釋放到環境中有害性之化學物質及其他物質，確保這些物質在安全的狀態下被處理、運送、儲存、使用、回收再利用及棄置。

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### 3.4 Wastewater and Solid Waste (污水及固體廢物)

Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

在排放或棄置污水及廢物前，應當按照要求對其進行分類、監控和處理。

### 3.5 Air Emissions (廢氣排放)

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

在排放過程中產生的揮發性有機化學物質、氣霧劑、腐蝕性物質、微粒、耗蝕臭氧層化學物品以及燃燒副產品前，應當按照要求對其進行分類、例行監察、控制和處理。

### 3.6 Product Content Restrictions (物質控管)

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

供應商應當遵守所有法律規範和客戶要求，限制產品在製造過程中加入特定物質。

## 4. ETHICS (道德規範)

To meet social responsibilities and to achieve success in the marketplace, Suppliers and their agents are to uphold the highest standards of ethics including:

為履行社會責任，供應商及其代理商必須謹守最高的道德標準，包括：

### 4.1 Business Integrity (誠信經營)

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

供應商應禁止任何形式的賄賂、貪汙、敲詐勒索和挪用公款。

### 4.2 No Improper Advantage (正當收益)

Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted.

不得承諾、提供、批准、給予或收受賄賂或其他形式的不正當收益。

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### 4.3 Disclosure of Information (資訊公開)

Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentations of conditions or practices in the supply chain are unacceptable.

應當按照法規和行業慣例公開有關參與勞工、健康與安全、環保、商業活動、組織架構、財務狀況的資料。不得偽造記錄或虛報供應鏈狀況。

### 4.4 Intellectual Property (智慧財產)

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.

應當尊重智慧財產；傳遞技術和生產知識的過程中需保護智慧財產權。

### 4.5 Fair Business, Advertising and Competition (公平交易、廣告和競爭)

Standards of fair business, advertising and competition are to be upheld.

應謹守公平交易、廣告和競爭標準。

### 4.6 Privacy (隱私)

Suppliers are committed to protecting the reasonable privacy expectations of personal information of everyone suppliers do business with, including suppliers, customers, consumers and employees. Comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

供應商應合理地保護業務來往者（包括下游廠商、客戶、消費者和員工）的個人資料和隱私。供應商應當在收集、儲存、處理、傳播和分享個人資料時遵守隱私和信息安全相關的法律及監管要求。

### 4.7 Responsible Sourcing of Minerals (礦產品來源)

Materials used are not sourced from controversial mining area.

原物料不使用有爭議礦區來源者。

## 5. MANAGEMENT (管理制度)

Supplier shall establish a management system whose scope is related to the regulation and content of this Code.

應建立符合法規及本準則的管理制度。

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### 5.1 Management Accountability and Responsibility (管理職責)

The supplier clearly identifies senior executive and company representatives responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.

應明確指定經理人和公司代表，負責管理制度和實施計劃。管理層應定期檢查管理架構的運作情況。

### 5.2 Legal and Customer Requirements (法律和客戶要求)

A process to identify, monitor and understand applicable laws, regulations and customer requirements.

制定流程以關注了解相關法規及客戶要求。

### 5.3 Risk Assessment and Risk Management (風險評估和風險管理)

A process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with supplier's operations. 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.

制定程序以了解法律、環境、健康、安全、勞工活動及道德等風險。評定每項風險的級別，並制定適當的程序來控管風險。

### 5.4 Improvement Objectives (提升企業責任績效)

Written performance objectives, targets and implementation plans to improve the supplier's social and environmental performance, including a periodic assessment of supplier's performance in achieving those objectives.

應制定績效目標及策略以提升社會和環境責任績效，並進行定期審核。

### 5.5 Training (培訓)

Programs for training managers and workers to implement supplier's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

應為管理層及員工制定培訓計劃，以達成公司目標並滿足法規之要求。

### 5.6 Audits and Assessments (審核與評估)

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

定期進行自我評估，以確保符合法律、中鼎工程供應商行為準則、客戶合約與社會與環境責任相關要求。

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### 5.7 Corrective Action Process (改善)

A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

制定程序以確保能及時改善於審核中所發現的缺失。

### 5.8 Documentation and Records (檔案和記錄)

Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy. 建立並保留檔案和記錄，以確保符合規範與公司要求，同時應保障隱私。