



供应商行为准则

Supplier Code of Conduct

介绍

Cedo 是一家在全世界 30 多个国家/地区开展业务，并主要为欧洲各地的客户提供服务的国际企业。

我们致力于以社会和环境可持续的方式采购所有商品和服务。对于 Cedo 而言，这意味着提供给 Cedo 使用、购买或销售的产品的人员、社区和自然环境得到公平和负责的对待，正如我们的“有目的的增长”计划中所概述的那样。我们寻求与供应商建立长期合作伙伴关系，这些供应商与我们分享相同的价值观，并致力于与我们积极合作，以提高我们整个供应链的可持续发展绩效。

行为准则的治理

Cedo 的核心原则已由董事会确定，董事会致力于在整个业务和供应链中坚持这些原则。董事会对 Cedo 的行为准则（以下简称“*准则*”）保持监督和问责。

执行本准则的责任由 Cedo 的高级管理层承担。

该准则构成 Cedo 与我们的供应商之间的贸易条款和条件的一部分。Cedo 希望其供应商确认遵守本准则中规定的核心原则，并承诺在整个业务关系中遵守这些原则。Cedo 将监督对《准则》的遵守情况，作为年度供应商评估过程的一部分。Cedo 可自行决定聘请第三方审计师进行检查和现场审计，以确保持续遵守本准则。在不合规的情况下，Cedo 坚持持续改进的承诺，并将与供应商合作确定需要改进的领域。在这种情况下，供应商将被要求制定一项行

Introduction

Cedo is an international business supplying customers across Europe and sourcing from over 30 countries.

We are committed to sourcing all goods and services in a socially and environmentally sustainable manner. For Cedo, this means that the people, communities and natural environments that provide the products Cedo uses, buys and sells are treated fairly and responsibly, as outlined in our plan to “Grow with Purpose”. We seek long-term partnerships with suppliers who share our values and who are committed to actively partner with us on our journey to improve our sustainability performance across our supply chain.

Governance of the Code of Conduct

Cedo’s core principles have been identified by the Board who are committed to upholding these principles across the business and our supply chains. The Board maintain oversight and accountability of Cedo’s Code of Conduct (*hereby “the Code”*).

The responsibility for the implementation of the Code sits with the senior management of Cedo.

The Code forms part of the trading terms and conditions between Cedo and our suppliers. Cedo expects its suppliers to confirm adherence to the core principles set out within the Code and a commitment to comply to these principles throughout the business relationship. Cedo will monitor compliance with the Code as part of the annual supplier evaluation process. At its discretion, Cedo may engage third-party auditors to conduct checks and onsite audits to ensure ongoing compliance with the Code. In an instance of non-compliance, Cedo maintains a commitment to continuous improvement and



动计划，在商定的时间内解决具体的改进领域。如果问题未得到解决，Cedo 保留终止供应商关系的权利。

除我们的核心原则外，供应商还必须遵守所有相关的国家和地方法律法规。在国家法律与供应商对这些核心原则的义务之间存在冲突的任何情况下，供应商应达到维护对工人，社区或环境的更高保护的标准。

本守则的目的

该准则概述了有关劳工和就业权利、健康和环境责任的核心原则，Cedo 希望其所有供应商遵守这些原则并开展业务。本准则基于道德贸易倡议（ETI）基本准则和国际劳工组织（ILO）标准。

Cedo 要求其供应商在开展业务时尊重并遵守本准则。

《供应商行为准则》的核心原则

1. 不得使用强迫劳动或童工

供应商必须确保员工自由选择就业，不存在强迫、抵债或非自愿的监狱劳动。供应商不得容忍出于任何目的的奴役和人口贩运，并应采取积极措施确保其自己的供应商也这样做。

供应商不得直接或间接从事任何形式的童工劳动。供应商不得雇用低于当地法律法规或国际法规定的最低年龄的工人，或低于完成义务教育年龄的工人。在任何情况下，供应商都不得雇用 15 岁以下的员工。

will work with a supplier to identify areas of improvement. Under these circumstances, a supplier would be required to develop an action plan to address specific improvement areas within an agreed period of time. Should the issues not be resolved, Cedo maintains the right to terminate the supplier relationship.

In addition to our core principles, suppliers must abide by all relevant national and local laws and regulations. In any circumstance where a conflict exists between national law and any supplier obligation to these core principles, the supplier is expected to meet the standard that upholds the higher protection of workers, communities, or the environment.

Purpose of the Code

The Code outlines the core principles with respect to labour and employment rights, health and safety, and environmental responsibility to which Cedo expects all its suppliers to adhere and conduct business. The Code is based on the Ethical Trading Initiative (ETI) Base Code and International Labour Organisation (ILO) standards.

Cedo requests its suppliers to respect and adhere to the Code when conducting business.

Core Principles of our Supplier Code of Conduct

1. Forced or Child labour shall not be used

Suppliers must ensure employment is freely chosen without existence of forced, bonded or involuntary prison labour. Suppliers must not tolerate slavery and human trafficking for any purpose and should take active steps in ensuring the same for its own suppliers.

Suppliers must not engage in any form of child labour directly or indirectly. Suppliers must not employ workers that are younger than the minimum age according to national or international law, or younger than the age of completion of compulsory education. In any



任何 18 岁以下的年轻人在任何情况下都不得在夜间或危险条件下就业。

2. 结社自由

工人有权加入或组建自己选择的合法工会，并有权进行集体谈判。供应商必须对工会的活动及其组织活动采取开放的态度。

3. 工作时间不长

供应商必须确保工作时间符合当地法律法规，如果没有本地法律法规，则必须遵守行业基准或相关国际标准。工作时间（不包括加班时间）每周不得超过 48 小时，任何加班时间不得超过每周 24 小时。任何加班必须是自愿的，不得用于取代正常就业。

工人在连续六个工作日后应至少休息一天。

所有员工都应有书面的雇佣合同。

4. 禁止歧视

供应商不得在招聘、薪酬、培训、晋升、解雇或退休方面实施或容忍基于性别、年龄、种族、宗教、残疾、婚姻状况、性取向、工会会员资格或政治派别的任何歧视。供应商必须遵守所有当地法律法规或没有法律的国际立法。

5. 禁止骚扰和不人道待遇

供应商将有尊严地对待所有员工，确保没有任何形式的骚扰。不会对员工进行任何严酷或不人道的待遇。

circumstance, suppliers must not employ a person under the age of 15. Any young persons under the age of 18 shall not be employed at night or in hazardous conditions under any circumstances.

2. Freedom of association

Workers have the right to join or form trade unions of their own choosing and to bargain collectively. Suppliers must adopt an open attitude towards the activities of trade unions and their organisational activities.

3. Working hours are not excessive

Suppliers must ensure that working hours comply with national laws, and in their absence, with industry benchmarks or relevant international standards. Working hours, excluding overtime, must not exceed 48 hours per week and any overtime must not exceed 24 hours per week. Any overtime must be voluntary and shall not be used to replace regular employment.

Workers shall be provided with at least one day off after six consecutive workdays.

All employees should have a written contract of employment.

4. Discrimination is prohibited

Suppliers shall not practise or tolerate any discrimination on grounds of gender, age, race, religion, disability, marital status, sexual orientation, union membership or political affiliation in hiring, compensation, training, promotion, termination or retirement. Suppliers must comply with all national laws or where no laws are present international legislation

5. Harassment and inhumane treatment are prohibited

Suppliers will treat all employees with dignity ensuring no harassment of any kind. No harsh or inhumane treatment of employees will be used.



6. 工作条件安全

供应商必须确保所有员工的工作条件和环境安全卫生。供应商应采取合理措施，防止因工作原因、与工作相关或在工作中发生的事故和健康伤害。供应商必须提供足够的防火保护措施，并确保建筑物和设备的强度、稳定性和安全性，包括提供的住宅设施。

供应商必须拥有有效的健康和安全管理（包括消防安全）管理体系。定期健康和风险评估的责任必须分配给高级管理层代表。供应商必须为工人提供定期的健康和安全教育培训，并做好相关的培训记录，并且必须对所有新员工或重新分配工作的员工进行组织培训。必要时，供应商必须演示监控和报告安全事故、培训和绩效的方法。

7. 按照当地法律法规支付工资

在员工入职前，供应商必须确保向所有工人提供书面和可理解的信息，说明该工作岗位的工资状况，以及每次获得报酬时有关工资期的工资细节。若工

资按照周工作时间发放时，供应商必须保证其支付员工的周工资和福利符合当地法律法规或行业标准，以较高者为准。

加班费应高于标准工资。补偿水平应根据当地生活条件为准。未经相关员工的确认，不得以违纪或其它原因从员工工资中扣除相关薪资，也不允许从法定工资中扣除任何费用。所有纪律措施均应由供应商记录在案。

6. Working conditions are safe

Suppliers must ensure the working conditions and environment are safe and hygienic for all employees. Suppliers shall take steps, so far as is reasonable, to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work. Suppliers must provide adequate safeguards against fire, and must ensure the strength, stability and safety of buildings and equipment, including residential facilities where provided.

Suppliers must have an effective health and safety (including fire safety) management system in place. Responsibility for regular health and safety risk assessments must be assigned to senior management representative/s. Suppliers must provide regular and recorded health and safety training to workers, and must be repeated for all new or reassigned workers. Suppliers must demonstrate methods to monitor and report safety incidents, training and performance.

7. Wages are paid in accordance with local laws

Suppliers must ensure all workers are provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid. Wages and benefits paid for a standard working week must meet, at the very least, national legal standards or industry benchmark standards, whichever is higher.

Overtime shall be paid at a premium to standard rates. Compensation levels should be at the level of a living wage according to local living conditions. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded by the supplier.



8. 反贿赂和腐败

供应商不得向任何 Cedo 职工、承包商或代表我们工作的代理商提供、赠送、请求或接受付款或提供任何形式的诱因。Cedo 不会签订任何附加了任何形式的佣金的合同。

9. 环境合规与管理

Cedo 制定了到 2030 年实现碳中和的计划。这是一个雄心壮志，Cedo 和我们的供应商应一起努力，尽量减少其业务实践对环境的任何负面影响，特别是在有效管理能源消耗、气体排放、水提取、废水排放和废物产生方面。特别是，供应商必须制定强有力的管理程序，以防止任何有害物质意外释放到环境中。我们将积极与供应商合作，确保整个供应链中任何对环境的影响都会得到有效的监测和管理。

Cedo 希望其供应商至少确保遵守适用于制造或分销国家/地区的所有相关环境法律和法规。供应商必须维护和更新其经营范围的所有相关许可证和注册证书，并可能应 Cedo 的要求提供这些许可证和注册证书作为证据，以便供应商准入和存续期间的监控。

8. Anti-Bribery and corruption

Suppliers must not offer, gift, request or accept payments or provide any inducement of any kind to any Cedo colleague, contractors or agents working on our behalf. No contract will be entered into that has any form of commission attached to it.

9. Environmental Compliance and Stewardship

Cedo has set out its plan to be carbon neutral by 2030. In line with our ambitions, suppliers shall demonstrate efforts to minimise any negative environmental impacts from their business practices particularly with regards to effective management of energy consumption, air emissions, water extraction, wastewater discharge and waste generation. In particular, suppliers must have strong management procedures in place to prevent accidental release of any hazardous materials into the environment. We will actively work with our suppliers to ensure any environmental impacts are effectively monitored and managed across our supply chain.

Cedo expects its suppliers to, at the very least, ensure compliance with all related environmental laws and regulations applicable in the country of manufacture or distribution. Suppliers must maintain and update all relevant permits and registrations for the sector in which it operates, and may be asked to provide these as evidence at the request of Cedo for the purpose of supplier onboarding and ongoing monitoring



遵守本准则

Cedo 希望所有与之开展业务的供应商都遵守上述核心原则。通过接受本准则，供应商确认其将在所有与 Cedo 的现有和未来业务活动中遵守本准则中的规定。

Cedo 保留通过审计或其他方式验证供应商是否遵守本准则的权利。如果 Cedo 发现供应商不遵守本准则，Cedo 保留要求采取纠正措施和/或终止其与供应商的业务关系和相关合同的权利。

日期	
公司名称	
法定代表人姓名	
签名	

Compliance with the Code

Cedo expects all suppliers it enters business with to adhere to the above core principles. By accepting the Code, the supplier confirms that it will adhere to and comply with the principles set out in it for all existing and future business relationships with Cedo.

Cedo maintains the right to validate the supplier's compliance with the Code by audits or other means. Should Cedo find that the Supplier does not comply with the Code, Cedo reserves the right to demand corrective measure and/or terminate its business relationship and related contract(s) with the Supplier.

Date	
Company Name	
Name of Legal Representative	
Signature	