

# JS Global Lifestyle Company Limited

## JS 环球生活有限公司

### 供應商行為準則

#### Supplier Code of Conduct

JS 环球生活有限公司（以下簡稱「JS 环球生活」、「我們」或「公司」）十分珍惜我們與供應商之間的關係，並承諾以一種負責任的態度與我們的供應商進行合作或向他們提供支持。JS 环球生活促進並期待我們自身運營與供應商能夠採用一種更高或更嚴格的合規、誠信道德、環境友好以及勞動力的標準。本供應商行為準則（以下簡稱「準則」）反映了為 JS 环球生活以及其子公司提供產品和服務的供應商應該遵守的重要規則。除本準則規定的內容外，所有供應商必須遵守其所在運營地的法律法規。JS 环球生活將本行為準則納入採購員培訓、採購政策以及供應商合同。

JS Global Lifestyle Company Limited (hereafter referred to as “JS Global Lifestyle”, “We” or “the Company”) values our supplier relationships and is committed to working with and supporting our suppliers in a responsible way. JS Global Lifestyle promotes and expects the application of higher legal, ethical, environmental and labor-related standards within our business and among our suppliers. This Supplier Code of Conduct (hereafter referred to as the “Code”) reflects the important rules that suppliers should adhere to and it is applicable to all suppliers that provide products and services to JS Global Lifestyle, its divisions and subsidiaries. Suppliers must comply with all the applicable laws and regulations in their country of operations and follow the below rules. JS Global Lifestyle incorporates this Code of Conduct into sourcing agent training, the sourcing policy, and supplier contracts.

#### 1. 童工

##### 1. Child Labor

JS 环球生活禁止供應商在任何生產或運營階段使用童工。供應商應根據適用法律法規適當保存學生工人的記錄，保護學生工人權利，以確保對學生工人進行合理管理。供應商應向全體學生工人提供適當的支持和培訓。在當地法律沒有規定的情況下，學生工人、實習生和學徒的工資標準應至少與執行相同或類似任務的其他入門級工人的工資標準相同。

Supplier is not allowed to use child labor in any stage of manufacturing or operations. Supplier shall ensure proper management of student workers through proper maintenance of student records, and protection of students’ rights in accordance with applicable law and regulations. Supplier shall provide appropriate support and training to all student workers. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. In the absence of local law, the wage rate for student workers, interns and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

#### 2. 基本人權

##### 2. Human Rights

供應商應保證其工人以及其他參與運營人員的基本人權。JS 環球生活禁止任何性騷擾、性侵害、體罰、精神或肉體脅迫或言語虐待工人等嚴苛和不人道的待遇。供應商應明確界定保證基本人權相關要求的紀律政策和程序，並將其傳達給工人。JS 環球生活禁止任何強迫勞動、抵債勞動（包括債役）或契約勞工、非自願性或剝削性獄中勞役、奴役和人口販賣行為。禁止任何對員工和工人自由行動的不合理限制的行為。供應商應根據當地法律，尊重所有員工自願組建和加入工會、進行集體談判與和平集會及拒絕參加此等活動的權利。

Supplier must ensure the basic human rights of its employees and other personnel involved in operations. JS Global Lifestyle does not allow any harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers. Forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons shall not be used. There shall be no unreasonable restrictions on workers' freedom of movement. Suppliers shall, in accordance with local laws, respect the rights of all employees to form and join trade unions voluntarily, to bargain collectively, to assemble peacefully, and to refuse participation in such activities.

### **3. 工作條件**

#### **3. Working Conditions**

##### **3.1 自由擇業**

##### **3.1 Freely Chosen Employment**

供應商必須向工人提供以其母語擬訂的書面勞動合同；工人有權隨時自由離開工作或解除其勞動合同。用人單位和代理人不得扣留或以其他方式銷毀、隱瞞、沒收或拒絕員工查閱其身份或移民文件，例如政府頒發的身份證明、護照或工作許可證，法律另有規定的除外。不得要求工人支付用人單位或代理人招聘費用或其他相關的就業費用。

As part of the hiring process, workers must be provided with a written employment agreement in their native language by supplier. All work must be voluntary, and workers shall be free to leave work at any time or terminate their employment. Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to their identity or immigration documents, such as government-issued identification, passports or work permits, unless such holdings are required by law. Workers shall not be required to pay employers' or agents' recruitment fees or other related fees for their employment.

##### **3.2 工作時間**

##### **3.2 Working Hours**

供應商應確保其工人工作時間不得超過當地法律規定的最長工作時間。此外，每週工作時間不得超過六十小時（含加班時間，緊急情況和特殊情況除外），工人每七天應至少休息一天。供應商應合理化工人加班時間並減少超長工作時間情況的發生，如有加班需要嚴格參照所在城市加班管理相關法律法規。供應商公司內部制度要求員工加班需進行加班申請，

用人部門主管是加班管理的第一責任人，應合理、合法安排及審批員工加班申請，確保員工總加班小時符合當地法規要求。

Supplier shall ensure working hours not exceeding the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off every seven days. Suppliers shall reasonably arrange overtime hours for employees, reduce the incidence of excessive working hours and strictly observe laws and regulations on overtime management in the city where it operates. The supplier's internal system shall require employees to apply for overtime in advance. The head of the human resources department, as the primary responsible person for overtime management, shall arrange and approve employees' overtime applications reasonably and legally to ensure that the total overtime hours of employees comply with local regulations.

### **3.3 薪酬福利**

#### **3.3 Wages and Benefits**

供應商支付給工人的報酬應符合所有適用的工資法律規定，包括支付不低於法定最低標準的薪資，並遵守最長工作時間、加班時間和法定福利在內的各項法律。在遵守當地法律的前提下，加班工作的工資標準應高於正常工資標準。禁止扣工資作為紀律處分措施。及時向工人提供易懂的每個工資週期的工資單，其中列明足夠的信息以核實所完成工作對應的報酬是否準確。所有臨時、派遣或外包員工的使用都應在當地法律的限制範圍內進行。

Compensation paid to workers by supplier shall comply with all applicable wage laws, including paying compensation in line with or above the legal minimum, and complying with laws on maximum working hours, overtime hours and statutory benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work

performed. All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

### **3.4 禁止歧視**

#### **3.4 Non-Discrimination**

供應商應盡力創造沒有騷擾及非法歧視的工作環境。在工資、晉升、獎勵和培訓機會等招聘和勞動人事實踐中，供應商不得基於種族、膚色、年齡、性別、性取向、性別認同和表達、族裔或國籍、殘疾、懷孕、宗教、政治立場、工會會員身份、受保護退伍軍人身份、受保基因信息或婚姻狀況進行歧視。為工人提供合理的宗教活動場所。此外，工人或潛在工人不應接受可能以歧視性方式進行的醫學檢查或體檢。

Supplier is committed to a workforce free of harassment and unlawful discrimination. Supplier shall 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. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

#### **4. 環境、健康與安全**

#### **4. Environmental, Health, and Safety**

供應商應對工人可能接觸到的安全隱患、有害物質或對工人可能產生健康的問題進行風險識別、評估並依據控制層級實施適當的控制措施。供應商應實行和制定關於職業健康安全相關的制度和程序，至少包括與應急準備、工傷與職業病響應制度、工業衛生標準、重體力勞動作業程序、機器設備安全防護、衛生食品和住宿健康安全措施以及有效的健康安全溝通渠道相關的制度和程序。

Supplier shall conduct risk identification, assessment and implement necessary hierarchy control measures for the safety hidden issues, hazardous substances and ill health related issues that are potentially exposed to workers. Occupational health and safety system and procedures shall be made and implemented, including emergency preparation, occupational injury and illness, industrial hygiene, physically demanding work, machine and equipment protections, sanitation, food and housing safety measures and health and safety communication channels.

供應商需同意並遵守所有相關的國家和地方法律，並獲得、持有所有必需的環境許可證、批准和登記備案並使其保持最新狀態，遵循其操作和報告要求。供應商應系統化管理、處理以及儘量減少對社區、環境和自然資源的不利影響，同時保護公眾的健康和安全。應採取並實施應對污染物、有害物質、固體廢物、廢氣排放、能源使用、溫室氣體排放、材料使用、用水排水以及生物多樣性影響相關的管理方法和措施。

Supplier must agree to follow and comply with all relevant national and local laws. All required environmental permits, approvals and registrations must be obtained, maintained and kept current and their operational and reporting requirements are to be followed. Supplier shall systematically manage, treat and minimize the adverse impact of its operations to communities, environment and natural resources and protect the public health and safety. Management approach and measures should be made and implemented regarding to pollution, hazardous substances, solid wastes, air emissions, energy use, greenhouse gas emissions, material use, water management and biodiversity.

#### **6. 商業道德**

#### **6. Business Ethics**

供應商和其代理人應嚴守最高道德標準，包括：商業誠信、禁止不正當好處、透明準確的信息披露、尊重和保護知識產權、公平營商環境、公平廣告和競爭、身份保護及禁止報復和個人信息隱私保護。

Supplier and its agents need to uphold the highest standards of ethics including: Business Integrity, No Improper Advantage, Transparent and Accurate Disclosure of Information, Respect and

Protect Intellectual Property, Fair Business, Advertising and Competition, Protection of Identity and Nonretaliation and Privacy Protection.

## **7. 可持續的採購政策**

### **7. Sustainable Sourcing Policy**

供應商應為其供應商制定可持續的採購政策，完善供應鏈可持續管理。

Suppliers shall formulate sustainable sourcing policy for their suppliers and improve sustainable management for the supply chain

#### **7.1 責任礦物採購**

##### **7.1 Responsible Sourcing of Minerals**

供應商應實行合理確保其製造的產品中的鈹、錫、鎢和黃金不直接或間接資助或有益於剛果民主共和國或其相鄰國家境內嚴重侵犯人權的武裝組織的政策。供應商應對這些礦物的來源和監管鏈進行盡職調查，並根據客戶要求向客戶提供其盡職調查措施。

Supplier shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country. Supplier shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon customer request.

#### **7.2 可持續採購**

##### **7.2 Sustainable Sourcing**

供應商應避免採購對環境或健康有害的材料（包括化學品），應盡量保證供應鏈的透明，對材料來源進行監管和管理。供應商應促進其供應商採取可持續採購的行為。

Supplier should avoid purchasing materials that is harmful to the environment or human health (including chemicals), keep the transparency of its supply chain, and monitor and manage of the sources of its materials. Supplier is encouraged to promote sustainable sourcing activities to its suppliers.

## **8. 管理體系**

### **8. Management System**

供應商應採用或建立一個範圍與本準則內容相關的管理體系。此管理體系應旨在確保：(a) 符合有關供應商運營和產品的適用法律、法規和客戶要求；(b) 符合本準則規定；(c) 識別和減輕與本準則相關的操作風險。此管理系統也應促進持續改進工作。該管理體系應至少包括以下內容：企業承諾、管理人員責任劃分和責任追究、法律和客戶要求、風險評估和管理、改進目標、培訓、溝通、員工反饋、參與和申訴、審計和評估、糾正措施、留存與記錄、以及供應商責任。

Supplier shall adopt or establish a management system whose scope is related to the content of this Code. The management system shall be designed to ensure: (a) compliance with applicable laws, regulations and customer requirements related to the Supplier's operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement. This management system should at least include the following aspects: company commitment, management accountability and responsibility, legal and customer requirements, risk assessment and management, improvement objectives, training, communications, worker feedback, participation and grievance, audits and assessments, corrective action process, documentation and records and supplier responsibility.

我們保留進行審核或評估以確保合規的權利，並將採取適當措施處理公司與供應商的關係。我們保留因不遵守相關原則、未能糾正違規行為或不遵守上述標準的行為而終止合作關係的權利。如果對非法或不當行為有任何疑慮，請聯繫我們負責的合規部門或採購部門。

We reserve the right to conduct audits or assessments to ensure the compliance and will take appropriate steps regarding our relationship with supplier if there is a reason for concern. We reserve the right to discontinue any relationship for non-adherence to related principles, failure to correct violations, or displaying patterns of non-compliance with these standards. Should there are any concerns about illegal or improper conduct, please contact our Compliance or Procurement department.

我們每兩至三年會根據自身業務發展、行業通用慣例及良好標準對本準則進行審視和更新。

We will review and update the Code every two to three years according to our business development, peer practices and good standards