

tesa Code of Conduct for Suppliers

德莎供应商行为准则

Preamble

序言

The tesa Code of Conduct for Suppliers (CoCS) defines the foundations on which our supplier relationships for sourcing goods and services are based. Our Sustainability Strategy is an integral part of our corporate strategy, guiding our actions and those of our suppliers to deliver a positive impact on people, society, and the environment. In line with this,

《德莎供应商行为准则》（以下简称《行为准则》）定义了德莎与产品、服务供应商之间关系的基础依据。德莎的可持续发展战略是企业战略的重要组成部分，用于指导德莎和供应商的活动，为人类、社会和环境带来积极影响。有鉴于此：

- tesa suppliers must commit to fulfilling the CoCS.
- 德莎供应商必须承诺履行《行为准则》。
- If a supplier fails to comply with the CoCS, tesa will work with them to define an appropriate roadmap for improvement within an appropriate timeframe, in line with spirit and purpose of the values above. Should progress by the supplier be unsatisfactory, tesa will initiate a phase-out procedure.
- 如供应商不遵守《行为准则》，德莎将配合供应商，根据上述价值观的精神和目的，在适当的期限内制定相应的改进方案。如果供应商的进展不符合德莎的要求，德莎将启动逐步淘汰程序。
- tesa suppliers shall permit tesa and third parties commissioned by tesa to verify whether supplier facilities and operations comply with the CoCS. This also includes audits which tesa is contractually bound to perform in connection with the products supplied.
- 德莎供应商应允许德莎以及德莎委托的第三方对供应商的设施和运营情况进行检查，以核实是否符合《行为准则》的要求。检查还包括德莎根据合同必须就供应产品进行的审计。
- tesa suppliers agree to participate in a third-party guided sustainability self-assessment. This also includes implementing improvement measures until a satisfactory result is achieved.
- 德莎供应商同意参与在第三方指导下进行的可持续性自我评估。其中也包括实施改进措施，直到符合要求。
- tesa suppliers commit to developing their suppliers in line with the CoCS.
- 德莎供应商承诺根据《行为准则》来发展其次级供应商。
- tesa suppliers shall comply with all relevant local, national, and international laws, regulations, and requirements.
- 德莎供应商应遵守所有相关的地方、国家和国际的法律、法规和要求。

Business Ethics

商业道德

Antitrust

反垄断

- tesa suppliers respect the mechanisms of the free market and the principles of fair competition. This includes compliance with all applicable antitrust laws and regulations. tesa suppliers shall not enter into agreements or exchange information

tesa Code of Conduct for Suppliers

德莎供应商行为准则

that might constitute a breach of antitrust law, nor shall they take undue advantage of any dominant market position they may hold.

- 德莎供应商尊重自由市场机制和公平竞争的原则。其中包括遵守所有相关反垄断法律法规。德莎供应商签订的协议和进行的信息交流不得违反反垄断法，也不得滥用其可能拥有的任何市场支配地位。

Anti-Corruption/Conflicts of Interest

反腐败/利益冲突

- tesa suppliers combat corruption in all its forms, including extortion and bribery. This includes prohibiting offering bribes to its customers or to its customers' business associates.
- 德莎供应商应打击一切形式的腐败，包括敲诈勒索和贿赂。其中包括禁止向其客户或客户的商业伙伴行贿。
- tesa suppliers undertake to forbid their employees to request or accept bribes, whether for their own benefit or for that of their families, friends, or associates.
- 德莎供应商承诺禁止其员工索贿受贿，为个人、家属、亲朋好友或同事谋取私利。
- tesa suppliers confirm that personal relationships and private interests are not permitted to influence their business activities or decisions.
- 德莎供应商确认，商业活动或决策不得受到私人关系和个人利益的影响。

Protection and Use of Information

信息的保护和使用的

- tesa suppliers ensure a high level of data protection and information security. In line with this, they take measures to specially protect personal data and confidential information, e. g., using state-of-the-art information security systems.
- 德莎供应商确保实现高级别的数据保护和信息安全。为此，德莎供应商应采用最先进的信息安全系统等专门措施来保护个人数据和保密信息。

Human Rights and Labor Standards

人权和劳工标准

tesa suppliers must support and respect the protection of internationally proclaimed human rights and comply with international guidelines and standards. In addition, they must apply these requirements both to their own employees and to temporary/out-sourced labor, in accordance with the applicable local laws and regulations.

德莎供应商必须支持和尊重对国际公认人权的保护，并遵守国际准则和标准。此外，德莎供应商必须根据相关的当地法律法规，将这些要求应用于各自的员工和临时/外包劳动力。

Forced Labor

强迫劳动

- tesa suppliers do not tolerate any form of forced labor, slave labor, or similar practices.
- 德莎供应商不得容忍任何形式的强迫劳动、奴役劳动或类似行为。
- All work shall be performed voluntarily, and employees shall be able to terminate their employment after giving reasonable notice.
- 所有工作都应在自愿的前提下进行，员工有权在提前发出合理通知后终止劳动关

tesa Code of Conduct for Suppliers

德莎供应商行为准则

系。

- Furthermore, no workers shall be subjected to unacceptable treatment such a psychological cruelty, or sexual or personal harassment.
- 此外，不得对任何劳动者施加心理虐待、性骚扰、人身侵害等不当待遇。
- tesa suppliers shall ensure that all engaged private or public security forces do not contribute to human rights violations and comply with applicable laws.
- 德莎供应商应确保聘用的所有私人或公共安保人员不会助长侵犯人权的行为，并应遵守相关法律规定。
- tesa suppliers shall ensure that all workers receive a written contract, or otherwise understand the terms of their employment, in a language well understood by them.
- 德莎供应商应使用浅显易懂的文字签订书面劳动合同或者通过其他方式，确保所有劳动者能够理解劳动合同的条款。

Prohibition of Child Labor

禁止使用童工

- tesa does not tolerate child labor in its supply chain. Consequently, child labor is forbidden in all phases of tesa suppliers' business activity.
- 德莎不容忍在其供应链中使用童工。因此，德莎供应商应在商业活动的各个阶段都禁止使用童工。
- When children are found in the workplace, tesa suppliers shall take all necessary measures to provide viable alternatives, both for the children themselves and for their families.
- 一旦发现工作场所使用童工，德莎供应商应采取一切必要措施，为儿童本人及其家人提供可行的替代方案。
- The age at which young people can start work shall not be lower than the age at which compulsory schooling ends, and in no case less than 15. Should national law require a higher standard, this shall apply.
- 青年劳动者参加工作的年龄不得低于完成义务教育的年龄，在任何情况下均不得低于15岁。当地国家法律规定更高年龄标准的，应以当地国家法律的规定为准。
- Young employees' development, nor shall not be damaged, and nor shall their health and safety be impaired.
- 不得损害青年员工的发展、健康和安。

Freedom of Association

结社自由

- tesa suppliers shall uphold the freedom of association.
- 德莎供应商应维护结社自由。
- The right of employees to establish and join worker organizations of their own choosing and to engage in collective bargaining (e. g., to join trade unions), shall be respected.
- 应当尊重员工建立和自由加入工人组织以及参与集体谈判（如加入工会）的权利。
- Employee representatives shall be protected against discrimination.
- 应当保护员工代表不受歧视。
- It must be possible for workers to communicate and discuss working conditions openly and without fear of punishment.

tesa Code of Conduct for Suppliers

德莎供应商行为准则

- 劳动者必须能够公开交流和讨论工作条件，而不用担心受到惩罚。

Fair Wages

合理的工资

- The wage paid for regular work and over time shall be at least the statutory national minimum wage or the customary minimum wage for the industry, whichever is higher.
- 员工正常工作时间和加班期间的工资不得低于国家的法定最低工资标准或行业惯例的最低工资标准（以较高者为准）。
- Punitive wage deductions are not permitted.
- 不得以惩罚性的方式克扣工资。
- tesa suppliers shall provide workers with a wage statement containing sufficient information to permit them to verify the compensation paid for the work performed by them in each pay period.
- 德莎供应商应向员工提供详细工资单，确保员工能够核实每个工资支付周期完成的工作所得的报酬。

Fair Working Hours

公平工作时间

- tesa suppliers shall comply with all applicable local laws and industry standards regulating working hours and time off. The more stricter shall apply.
- 德莎供应商应遵守与工作时间和休息时间有关的所有相关当地法律和行业标准。并应以更严格的规定为准。
- The total time worked per week should not regularly exceed 48 hours.
- 每周总工作时间不得经常性地超过48小时。
- Overtime is only permitted if it is performed on a voluntary basis and should not exceed a total of 12 hours per week.
- 只有在自愿的情况下才允许加班，并且每周的加班时间总计不得超过12小时。
- All employees should have the right to at least one day off (twenty-four consecutive hours) after six successive working days.
- 所有员工有权在连续工作六天后至少休息一天（连续二十四小时）。

Prohibition of Discrimination

禁止歧视

- tesa suppliers do not tolerate any form of discrimination against employees.
- 德莎供应商不得容忍对员工任何形式的歧视。
- No distinction, exclusion, or preference may be made on the basis of race, color, age, gender, sexual orientation, religion, political opinion, national extraction, or social origin.
- 不得基于种族、肤色、年龄、性别、性取向、宗教信仰、政治观点、民族血统或社会出身进行差别对待、优先对待或排斥。
- The personal dignity, privacy, and personal rights of every individual shall be respected.
- 应当尊重每个人的人格尊严、隐私和个人权利。

Occupational Safety

tesa Code of Conduct for Suppliers

德莎供应商行为准则

职业安全

- tesa suppliers are responsible for ensuring a safe and healthy working environment.
- 德莎供应商有责任确保工作环境安全、健康。
- tesa suppliers shall take the measures needed to prevent accidents and injuries that could occur in connection with work place activities by developing, maintaining, and continuously improving a health and safety management system.
- 德莎供应商应采取必要的措施，通过制定、实施并不断改进健康和安全管理制，预防与工作场所活动有关的事故和伤害。
- Health and safety information such as emergency procedures and potential safety hazards shall be made known to workers and shall be posted in a language well understood by them.
- 应以浅显易懂的语言向劳动者公布应急程序、潜在安全隐患等健康和方面的信息。
- Suppliers shall provide any personal protective equipment required and shall make it easily accessible.
- 供应商应提供所需的所有个人防护设备，并确保其使用简便快捷。
- Employees shall be given the opportunity to remain hydrated and shall have access to clean sanitary facilities.
- 应向员工提供充足的饮水和清洁的卫生设施。
- tesa suppliers shall ensure that employees receive adequate health and safety training.
- 德莎供应商应确保员工接受充分的健康和培训。

Conflict Minerals

冲突矿产

- tesa suppliers shall have a policy to reasonably assure that the minerals used in the products they manufacture do not directly or indirectly finance or benefit armed groups, or contribute to serious human rights abuses in conflict-affected or high-risk areas.
- 德莎供应商应实施相关政策，以合理地确保其生产的产品中所使用的矿产不会直接或间接资助或惠及武装团体，也不会助长受冲突影响或高风险的地区严重侵犯人权的行为。
- tesa suppliers shall perform due diligence on the source and chain of custody of these minerals, and shall make information on the due diligence measures taken available to tesa on request.
- 德莎供应商应对这些矿产的来源和产销监管链进行尽职调查，并应德莎的要求向德莎提供有关尽职调查措施的信息。

Environment

环境

tesa suppliers shall have an effective environmental policy and shall comply with existing environmental protection laws and regulations. Wherever possible, suppliers should support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility, drive forward environmentally friendly technologies, and implement sound life-cycle practices.

德莎供应商应实施有效的环境政策，并遵守现有的环境保护法律法规。供应商应尽可能

tesa Code of Conduct for Suppliers

德莎供应商行为准则

地对环境问题采取预防措施，采取举措来加强环境责任，推动环保型技术的发展，并实施健全的生命周期做法。

Chemical and Hazardous Materials

化学材料和危险材料

- tesa suppliers shall identify chemical and other materials that pose a hazard if released into the environment.
- 德莎供应商应识别释放到环境中会造成危害的化学材料和其他材料。
- In addition, tesa suppliers shall ensure the safe handling, movement, storage, recycling, reuse, and disposal of such materials.
- 此外，德莎供应商应确保以安全的方式对此类材料进行装卸、搬运、储存、回收、再利用和处置。

Waste water and Solid Waste

废水和固体废物

- Wastewater and solid waste generated from operations, industrial processes, and sanitation facilities shall be monitored, controlled, and treated as required prior to discharge or disposal.
- 生产作业、工业流程和卫生设施产生的废水和固体废物，应当在排放或处置之前按要求进行监测、控制和处理。

Air Emissions

空气排放物

- tesa suppliers shall routinely monitor air emissions, establish air emission controls, and follow a greenhouse gas reduction plan that meets or exceeds regulatory requirements. Air emissions include, but are not limited to, volatile organic chemicals, aerosols, corrosives, particulates, ozone-depleting chemicals, and combustion byproducts.
- 德莎供应商应定期监测空气排放物，实施空气排放控制措施，并遵循符合或超过监管要求的温室气体减排计划。空气排放物包括但不限于挥发性有机化学物质、气溶胶、腐蚀物、颗粒物、消耗臭氧层的化学物质和燃烧副产物等。

Minimization of Waste, Maximization of Recycling

废物最小化和回收最大化

- tesa suppliers shall implement reduction targets for waste of all types, including water and energy. Options include modifying production, optimized maintenance and facility processes, materials substitution, conservation, recycling, and the reuse of materials.
- 德莎供应商应实现对包括废水和废弃能源在内的各类废物的减排目标。德莎供应商可以通过改进生产流程、优化维护和设施流程以及材料的替代、保护、回收和再利用等措施来实现减排目标。

Responsible Resource Management

负责任的资源管理

- tesa suppliers shall encourage and support the efficient use of sustainable, renewable resources.
- 德莎供应商应鼓励和支持对可持续、可再生资源的有效利用。
- tesa suppliers shall comply with all applicable laws and regulations prohibiting or

tesa Code of Conduct for Suppliers

德莎供应商行为准则

restricting the use or handling of specific substances in products or manufacturing, including any labelling requirements associated with recycling and disposal.

- 德莎供应商应遵守有关禁止或限制在产品中或制造过程中使用或处理特定物质的所有相关法律法规，包括与回收和处置相关的任何标识要求。
- Energy and water are natural resources and shall be managed responsibly. Energy consumption and greenhouse gas emissions shall be tracked and documented by the supplier.
- 能源和水是自然资源，应当以负责任的态度加以管理。供应商应跟踪并记录能耗和温室气体排放的情况。
- Suppliers shall implement measures to enhance efficient energy use.
- 供应商应采取措施提高能源利用效率。

Complaints Procedures

投诉程序

- tesa suppliers shall provide and make known complaints procedures for reporting potential misconduct.
- 德莎供应商应提供并公布举报潜在不当行为的投诉程序。
- All supplier employees, including employees throughout the entire supply chain, and all tesa employees and executives, customers, and other external parties are invited to use the tesa whistle blowing system: <https://www.bkms-system.net/tesa>.
- 欢迎所有供应商的员工（包括整个供应链的员工）以及德莎的所有员工、管理人员、客户和其他外部各方使用德莎举报系统：<https://www.bkms-system.net/tesa>。
- This system can be used to report potential violations of internal and external rules (“whistleblower reports”) that relate to tesa’s business; these reports can be submitted anonymously if desired.
- 该系统可用于举报与德莎业务相关的违反内部和外部规定的潜在违规行为（以下简称“举报人报告”）；如有必要，可以匿名举报。
- tesa has established an internal procedure for handling whistleblower reports, which is available [here](#).
- 德莎制定了处理举报人报告的内部程序，详情请点击[此处](#)。

Control and Consequences

控制和后果

- If the supplier finds factual indications that the requirements of the CoCS have been violated, or that such a violation is imminent, the supplier shall immediately inform tesa and take appropriate remedial action to prevent, remedy, or minimize the extent of the violation.
- 如果供应商发现有事实表明已经发生或即将发生违反《行为守则》的情形，供应商应立即通知德莎，并采取适当的补救措施来防止、补救违规行为或最大限度地减少违规行为的影响。
- If the nature of the violation is such that the supplier cannot end it within a foreseeable time frame, the supplier shall immediately develop and implement a plan to end or minimize it. The supplier shall submit this plan, including a concrete timetable, to tesa.
- 如果由于违规行为的性质，致使供应商无法在可预见的期限内终止违规行为，供应商应立即制定并实施相应计划来终止违规行为或最大限度地减少违规行为的影响。

tesa Code of Conduct for Suppliers

德莎供应商行为准则

供应商应将制定的计划提交给德莎，其中应包括实施计划的具体时间表。

- tesa reserves the right to terminate the business relationship without notice if implementing the measures defined in the supplier's plan does not remedy the situation by the end of the period specified in the plan.
- 如供应商按计划采取的措施未能在计划规定的期限内有效补救违规行为，德莎有权终止业务关系，恕不另行通知。
- Suppliers may be audited annually and on an ad hoc basis, either directly or by a third party, to ensure compliance with the CoCS and, where applicable, the implementation and effectiveness of any remedial measures. In such cases, the auditor must be granted entry and access to the relevant areas and be provided with the required documentation.
- 德莎有权自行或委托第三方对供应商进行年度审核和临时审核，以确保供应商遵守《行为准则》并按计划有效实施任何补救措施（如果有）。在这种情况下，德莎供应商应允许审核人员出入相关区域，并向其提供所需的文件。

Supplier:

供应商:

Stamp:

盖章:

Date:

日期:

tesa Code of Conduct for Suppliers

德莎供应商行为准则

References

参考资料

The key principles, standards, and conventions used to develop the CoCS are given below. These can be subject to changes beyond tesa's control:

制定《行为准则》时参考的关键原则、标准和惯例如下所示。这些参考资料非由德莎制定，可能会发生变更：

1. The UN Universal Declaration of Human Rights.
《联合国世界人权宣言》。
2. The Ten Principles of the United Nations Global Compact.
《联合国全球契约》的十项原则。
3. The OECD Guidelines for Multinational Enterprises.
《经合组织跨国企业准则》。
4. International Labour Organization conventions such as:
国际劳工组织的各项公约，如：
 - The Worst Forms of Child Labour Convention (C182), the Minimum Age Convention (C138), and the Night Work of Young Persons (Industry) Convention (C079).
 - 《消除最恶劣形式童工劳动公约》（第C182号）、《准予就业最低年龄公约》（第C138号）和《（工业）青年夜间工作公约》（第C079号）。
 - The Forced Labour Convention (C029) and the Abolition of Forced Labour Convention (C105).
 - 《强迫劳动公约》（第C029号）和《废除强迫劳动公约》（第C105号）。
 - The Occupational Safety and Health Convention (C155).
 - 《职业安全与健康公约》（第C155号）。
 - The Discrimination (Employment and Occupation) Convention (C111) and the Vocational Rehabilitation and Employment (Disabled Persons) Convention (C159).
 - 《（就业和职业）歧视公约》（第C111号）和《（残疾人）职业康复和就业公约》（第C159号）。
 - The Hours of Work (Industry) Convention (C001) and the Weekly Rest (Industry) Convention (C014).
 - 《（工业）工作时间公约》（第C001号）和《（工业）每周休息公约》（第C014号）。
 - The Minimum Wage-Fixing Machinery Convention (C026) and the Minimum Wage Fixing Convention (C131).
 - 《制订最低工资确定办法公约》（第C026号）和《确定最低工资并特别考虑发展中国家公约》（第C131号）。
 - The ILO conventions on freedom of association and collective bargaining (C087, C098, C135, and C154).
 - 《国际劳工组织关于结社自由和集体谈判的公约》（第C087号、第C098号、第C135号和第C154号）。
 - The Human Resources Development Convention (C142).
 - 《人力资源开发公约》（第C142号）。
5. ISO14001 and related environmental management standards.
ISO14001及相关环境管理标准。