

## **Supplier Code of Business Conduct**

### **供应商商业行为准则**

Since 1920, Snap-on has focused on serving our customers, associates, investors, franchisees, suppliers and the communities where we do business. Guided by our core beliefs and values as laid out in our “Who We Are” statement, Snap-on’s commitments to integrity and social responsibility extend to its worldwide supply base. All Snap-on suppliers, regardless of location, must adhere to this Supplier Code of Business Conduct when performing services for, or related to, Snap-on.

自1920年以来，实耐宝一直关注服务我们的客户、合作伙伴、投资者、特许经营商、供应商以及我们业务所在地的社区。在“这就是我们”的宣言中所阐述的核心理念与价值观的引导下，实耐宝对诚实守信与社会责任感的承诺已拓展至其全球供应商群体。在为实耐宝提供服务或从事与实耐宝相关的业务时，所有供应商，无论所处何地，皆必须遵守本《供应商商业行为准则》。

1. Suppliers are expected to protect employees’ workplace health and safety, human rights, and environment. Suppliers are expected to be law abiding, complying with all applicable environmental, health and safety laws and regulations in the countries in which they operate.

供应商应致力于维护员工的工作场所的健康与安全，人权与环境。供应商应合法经营，遵守其业务所在国家与环境、健康和安全的法律法规。

2. Suppliers will not engage in any form of human trafficking, whether by force, fraud, or coercion; or any form of involuntary servitude or slavery; or any form of sex trafficking or the procurement of any commercial sex act.

供应商不得参与任何形式的人口贩卖活动（无论是通过暴力、欺诈还是胁迫），不得参与任何形式的强制劳役或奴役，也不得参与任何形式的性交易或任何商业性行为。

3. Suppliers will not engage in, or support the use of, child labor, and supplier shall comply with all applicable local child labor laws and employ only workers who meet the applicable minimum legal age requirement for their location.

供应商不得参与或支持使用童工。供应商应遵守当地所有关于禁止使用童工的法律，并且只能雇佣符合当地最低用工年龄要求员工。

4. Suppliers will not engage in or support the use of forced or involuntary labor, including through the use of (a) threats of serious harm to, or physical restraint against, any person; (b) any scheme, plan, or pattern intended to cause a person to believe that, if the person did not perform such labor or services, that individual or another person would suffer serious harm or physical restraint; or (c) any abuse or threatened abuse of law or the legal process.

供应商不得参与或支持使用强迫劳动或非自愿劳动，其中包括通过（a）以严重伤害或人身限制威胁任何人；（b）适用任何方案、计划或模式，意图使某人相信若不提供该等劳动或服务，其本人或他人将受到严重伤害或人身限制；或（c）滥用或威胁滥用法律或法律程序。

5. Suppliers will not destroy, conceal, confiscate, or otherwise deny access by an employee to the employee’s identity or immigration documents, such as passports or drivers’ licenses.

供应商不得损坏、藏匿、没收员工的身份证件或移民证件（例如护照或驾驶证）或以其他方式阻止员工使用这些证件。

6. Suppliers will not use misleading or fraudulent practices during the recruitment of employees or offering of employment. Suppliers shall, to the extent possible, disclose to employees, in a format and language accessible to the employee, the basic information regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if provided or arranged by Snap-on or its agents), any significant cost to be charged to the employee and, if applicable, the hazardous nature of the work. If required by law or contract, provide an employment contract, recruitment agreement, or other required work document in writing, which shall be in a language the employee understands.

供应商不得采用误导或欺诈的方式进行招聘或录用。供应商应尽可能以容易被员工接受的形式和语言向员工披露有关用工的重要条款与条件的基本信息，包括工资和附加福利、工作地点、生活环境、住房和相关花费（若由实耐宝或其代理人提供或安排）、该员工所需承担的任何高昂费用，以及工作的危险性（若适用）。在法律或合同要求的情况下，提供书面形式的雇佣合同、招聘协议或其他必要工作文件，这些书面文件须使用相关员工可以理解的语言。

7. Suppliers will not charge employees recruitment fees and shall not use recruiters that do not comply with local labor laws of the country in which the recruiting takes place.

供应商不得向员工收取招聘费，且不得使用不遵守招聘所在国当地劳动法律的招聘人员。

8. Suppliers will provide return transportation or pay for the cost of return transportation upon the end of employment for employees who are not nationals of the country where they are working if the employee is brought to that country for purposes of working on U.S. government contract. Suppliers are expected to comply with the requirements of the applicable Federal Acquisition Regulation (FAR) provisions, including FARs 52.222-50 and 52.222-56.

对于因为美国政府工作而被派遣至本国以外国家的员工，供应商应在其工作结束时为其提供返回本国的交通或支付返程交通费用。供应商应遵守适用美国联邦采购法规（FAR）（包括“FAR 52.222-50”和“52.222-56”）的要求。

9. Snap-on values diversity in its workforce and fosters an appreciation of the different cultural values of its constituencies. Suppliers are expected to comply with all applicable local laws limiting discrimination in hiring and employment practices for any reason including race, religion, color, national origin, sex, age, physical or mental disability, veteran status, gender identity or sexual orientation.

实耐宝重视员工多样性，欣赏不同员工的不同文化价值观。在招聘和录用时供应商应遵守当地所有适用法律禁止任何缘由的用工歧视，包括种族、宗教信仰、肤色、国籍、性别、年龄、身体或智力残疾、退役军人身份、性身份或性取向。

10. Suppliers will treat their employees with dignity and respect, and not allow or overlook any form of harassment, complying with all applicable local laws.

供应商应尊重员工的人格，不得允许或忽视任何形式的骚扰，并应遵守当地所有相关法律。

11. Suppliers are expected to comply with all applicable local wage, benefit, and working hours' labor laws. Suppliers are expected to comply with all applicable local wage, benefit, and working hours' labor laws.

供应商应遵守当地关于工资、福利和工作时间的所有劳动法律。

12. Suppliers who provide residential facilities for their employees must also provide safe and healthy facilities. Supplier provided facilities must meet the host country housing and safety standards. Suppliers who provide residential facilities for their employees must also provide safe and healthy facilities. Supplier provided facilities must meet the host country housing and safety standards. Suppliers who provide residential facilities for their employees must also provide safe and healthy facilities. Supplier provided facilities must meet the host country housing and safety standards.

为员工提供居住设施的供应商必须确保所提供设施的安全和卫生。供应商提供的设施必须满足所在国的住房和安全标准。

13. Suppliers must not offer or give any payments, fees, loans, services or gifts to any Snap-on associate as a condition or result of doing business with Snap-on. Snap-on policy does not prohibit gifts of nominal value (under \$50). Normal business meals and entertainment (such as attendance at sporting or cultural events), as well as customary and reasonable expenditures to promote general business goodwill, are acceptable even if their value exceeds \$50, so long as the associate is accompanied by the host. Suppliers are expected to report any potential solicitation of a kickback from any Snap-on associate to Snap-on's Business Ethics Help Line at 866-468-6657 or to Snap-on's Vice President, General Counsel and Secretary at: 2801 – 80<sup>th</sup> Street, Kenosha, WI USA 53143.

供应商不得向任何实耐宝员工提供或支付任何报酬、费用、借款、服务或礼品，以此作为与实耐宝进行商业合作的条件或回报。实耐宝政策不禁止象征性的礼物（价值50美元以下）。为增进公司整体商誉所发生的普通商业用餐和款待（例如出席体育或文化活动）以及类似常规合理支出，只要相关同事在东道主陪同之下，即使价值超过50美元，也可接受。若有任何实耐宝员工涉嫌向您索要回扣，供应商应该拨打实耐宝商业道德帮助热线 866-468-6657，或向实耐宝副总裁、总法律顾问和秘书（地址为：2801 – 80<sup>th</sup> Street, Kenosha, WI USA 53143）进行举报。

14. Suppliers are expected to comply with all applicable treaties, agreements, laws and regulations governing the protection, use and disclosure of intellectual property, proprietary, confidential and personal information. Suppliers are expected to comply with all other applicable national and international laws and regulations.

供应商应遵守所有关于知识财产、专有信息、保密信息以及个人信息的保护、使用、披露的所有协定、协议与法律法规。供应商应遵守其他相关的国内与国际法律法规。

15. Suppliers using subcontractors to provide goods and services to Snap-on will also be responsible for the subcontracted party for compliance with this Code.

Suppliers are required to periodically certify that they (a) have read and understand Snap-on's Policy Against Human Trafficking and Slavery as well as this Code; and (b) comply with the Policy Against Human Trafficking and Slavery, this Code, and all relevant laws and labor standards of the country or countries in which they are doing business.

Snap-on reserves the right to monitor supplier compliance with this Code through supplier surveys and certifications as well as other means that Snap-on deems appropriate. If a supplier is found in violation of this Code, Snap-on will require the supplier to take prompt, remedial measures to address the violation, including instituting clear and trustworthy action plans to ensure compliance with this Code. While Snap-on is committed to working with suppliers to improve workplace conditions, Snap-on maintains the right to terminate its relationship, without liability to Snap-on, with suppliers who violate this Code, refuse to rectify deficiencies or fail to provide Snap-on with requested surveys and certifications.

利用分包商向实耐宝提供产品与服务的供应商应确保其分包商遵守本《供应商商业行为准则》。

供应商必须定期确认其（a）已阅读并理解实耐宝的《反人口贩卖与反奴役政策》以及本《供应商商业行为准则》，并且（b）遵守该《反人口贩卖与反奴役政策》以及本《供应商商业行为准则》，以及业务经营所在国的所有相关法律和劳动标准。

实耐宝保留通过供应商调查和认证以及实耐宝认为适当的其他方式对供应商合规性进行监督的权利。若发现供应商违反本《供应商商业行为准则》，实耐宝将要求其立即采取纠正措施解决违规问题，包括制定明确、可信的行动计划确保符合本《供应商商业行为准则》之规定。实耐宝致力于与供应商共同改善工作场所的环境，但对于违反本《供应商商业行为准则》、拒绝整改或未向实耐宝提供所需调查和认证的供应商，实耐宝有权与其终止业务关系，且无须对此承担责任。

This Supplier Code of Business Conduct applies to all Snap-on companies worldwide.

本《供应商商业行为准则》适用于全球所有实耐宝企业。



# Who We Are

## OUR MISSION

The most valued productivity solutions in the world

### BELIEFS

**We deeply believe in:**

Non-negotiable Product and Workplace Safety  
Uncompromising Quality  
Passionate Customer Care  
Fearless Innovation  
Rapid Continuous Improvement

### VALUES

**Our behaviors define our success:**

We demonstrate Integrity.  
We tell the Truth.  
We respect the Individual.  
We promote Teamwork.  
We Listen.

### VISION

**To be acknowledged as the:**

Brands of Choice  
Employer of Choice  
Franchisor of Choice  
Business Partner of Choice  
Investment of Choice



# 这就是我们

## 使命

提供全球最具价值的生产力解决方案

### 理念

**我们深信：**

对产品及工作场所的安全  
对品质要求不妥协  
热忱的客户服务  
大胆的创新  
快速持续的改善

### 价值观

**我们的行为铸就成功：**

诚实守信  
实事求是  
尊重个人  
强调协作  
乐于倾听

### 愿景

**我们被公认为：**

品牌之首选  
雇佣之首选  
加盟合作之首选  
商业伙伴之首选  
投资者之首选