

Dear Snap-on Supplier,
尊敬的实耐宝全体供应商：

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.

自1920年以来，实耐宝一直关注于服务我们的客户、合作伙伴、投资商、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的承诺已拓展至其全球供应商群体。

Integrity in our Supply Chain is critical to the overall success of Snap-on Incorporated, and to your success as a Snap-on business partner.

供应链的诚实守信对实耐宝取得全面成功至关重要，同时也是您作为实耐宝商业伙伴成功的关键。

As the holiday season approaches, I would like to take this opportunity to remind you of Snap-on’s policy with respect to gifts and other business courtesies:

节日将至，我想借此机会提醒您实耐宝关于礼品以及其他商业礼节方面的政策：

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.

供应商不得向任何实耐宝员工提供或支付报酬、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礼品（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）以及类似的常规合理支出，只要相关员工在东道主陪同之下，即使价值超过50美元，也可接受。

The Snap-on Supplier Code of Business Conduct can be found at:
<https://www.snapon.com/EN/Suppliers/Supplier-Code-of-Conduct>

实耐宝《供应商商业行为准则》请参见以下网址：

<https://www.snapon.com/EN/Suppliers/Supplier-Code-of-Conduct>

The Supplier Code of Business Conduct should be reviewed from time to time for your own benefit. 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 80th Street, Kenosha, WI USA, 53143.

为了您自身的利益，请随时查阅《供应商商业行为准则》。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进行举报，或向实耐宝副总裁、总法律顾问和秘书（地址为：2801 80th Street, Kenosha, WI USA, 53143）进行举报。

Gift giving by suppliers, though most often well-intentioned, nonetheless tends to create awkward situations for Snap-on rather than fostering goodwill in the relationship. I therefore recommend that Snap-on suppliers refrain from giving any gifts to Snap-on associates.

虽然供应商赠送礼品通常是出于善意，但往往会导致实耐宝陷于尴尬境地，而不是促进友好关系。因此，我建议供应商不要向实耐宝员工赠送任何礼品。

Snap-on wishes you and your employees a joyous holiday season.

实耐宝祝福您和您的员工佳节快乐。

Sincerely,
顺颂商祺，

Govind K. Arora
Vice President, Worldwide Strategic Sourcing
实耐宝全球战略采购副总裁