

供应商行为准则

Supplier Code of Conduct

1. 可持续性原则

可持续性和环保意识是汉格斯特价值观和企业文化的核心要素。汉格斯特也希望其供应商具有这种基本的企业态度和由此产生的行为。

汉格斯特提倡供应链的可持续发展。因此，以下可持续发展原则是对我们的供应商（“**供应商**”）的要求。遵守这些原则是与 Hengst SE 及其关联公司建立业务关系的重要基础，符合 § § 15 ff. AktG（“**汉格斯特**”或“**我们**”）业务关系的重要基础。

我们指的是

- 联合国 (UN) 《世界人权宣言》--1948 年 12 月 10 日;
- 联合国 (UN) 全球契约的十项原则--2015 年 9 月 25 日;
- 联合国 (UN) 《工商企业与人权指导原则》-- 2011 年 6 月 16 日;
- 经合组织《多国企业准则》(OECD) --2023 年 6 月 8 日;
- 国际劳工组织 (ILO) 的 10 项核心劳工标准 - 公约
第 87 号 (1948 年)、第 98 号 (1949 年)、第 29 号 (1930 年+2014 年议定书)、第 105 号 (1957 年)、第 100 号 (1951 年)、第 111 号 (1958 年)、第 138 号 (1973 年)、第 182 号 (1999 年)、第 155 号 (1981 年)、第 187 号 (2009 年);
- 《公民权利和政治权利国际公约》(联合国) -- 1966 年 12 月 19 日;
- 经济、社会、文化权利国际公约》(联合国) -- 1966 年 12 月 16 日。

2. 人权和劳工标准

供应商有义务

- 不容忍基于年龄、性别、肤色、种族或社会出身、国籍、民族血统、健康状况、残疾、宗教、性取向、意识形态或政治观点的歧

1. Sustainable principles

Sustainability and environmental awareness are at the core of Hengst corporate values and culture. This corporate attitude and conduct are also expected from the Suppliers of Hengst.

Hengst promotes sustainable development throughout its supply chain. Therefore, the following sustainable principles are requirements for our Suppliers (“**Supplier**”). Compliance with these principles is the essential basis for a business relationship with Hengst SE and its affiliated companies according to sec. 15 et seq. AktG [German Stock Corporation Act] (“**Hengst**” or “**we**” or “**us**”).

We refer to:

- Universal Declaration of Human Rights of the United Nations (UN) - Status 10/12/1948;
- The 10 principles of the United Nations Global Compact (UN) - Status 25/09/2015;
- Guiding Principles on Business and Human Rights of the United Nations (UN) - Status 16/06/2011;
- OECD Guidelines for Multinational Enterprises (OECD) - Status 08/06/2023;
- The 10 core labor Standards of the International Labor Organization (ILO) - Conventions No. 87 (1948), No. 98 (1949), No. 29 (1930 + protocol of 2014), No. 105 (1957), No. 100 (1951), No. 111 (1958), No. 138 (1973), No. 182 (1999), No. 155 (1981), No. 187 (2009);
- International Covenant on Civil and Political Rights (UN) - Status 19/12/1966;
- International Covenant on Economic, Social and Cultural Rights (UN) - Status 16/12/1966.

2. Human rights and labor standards

The Supplier is required,

- to not tolerate any discrimination based on age, gender, skin color, ethnic or social origin, nation-

视，或供应商所在国家和地区法律规定的任何其他类型的歧视。

- 确保员工机会均等，并根据他们的资历和技能进行选拔和晋升。
- 促进多样性、平等机会和包容性。
- 尊重和维持国际公认的人权，并倡导遵守这些权利。
- 不作为或者违反义务不作为，这样的行为可能在严重的情况下直接损害受保护的法律地位（国际劳工组织第 29、87、98、100、105、111、138、182 号公约；1966 年 12 月 19 日《公民及政治权利国际公约》和《经济、社会、文化权利国际公约》；《水俣公约》；《斯德哥尔摩/持久性有机污染物公约》；《巴塞尔公约》），而且根据对所有相关情况的合理评估，其违法性显而易见。
- 保护少数民族和土著人民的权利。
- 在获取、开发或以其他方式利用服务于个人生计的土地、森林和水域时，不进行土地盗窃，并遵守禁止非法开垦土地、森林和水域的规定。
- 不在工作场所以任何形式进行强迫或强制劳动或任何形式的奴役或类似奴役、劳役的做法或任何其他形式的统治或压迫。
- 通过适当的选拔、培训和控制，防止签约的私人或公共保安人员滥用权力。
- 明确谴责并防止对员工的任何体罚、威胁和骚扰。
- 防止任何形式的童工现象，并根据国际劳工组织（ILO）的标准，遵守有关雇员最低年龄的规定。
- 确保适当的工资、社会福利和工作时间，至少符合供应商注册地点和工作地点的现行法律规定。

ality, national origin, health status, disability, sexual orientation, views or political attitudes, and any others defined by the laws in countries and locations where the Supplier operates.

- to endeavor to maintain equal opportunities among employees, while promoting them on the merit of qualifications and skills.
- to promote diversity, equal opportunities and inclusion.
- to pay attention to and respect internationally recognized human rights and to commit to compliance with these rights.
- not to do anything or refrain from doing anything in breach of duty that is directly capable of impairing a protected legal position (ILO Conventions No. 29, 87, 98, 100, 105, 111, 138, 182; International Covenant on Civil and Political Rights and on Economic, Social and Cultural Rights of December 19, 1966; Minamata Convention; Stockholm/POPs Convention; Basel Convention) in a particularly serious manner and the unlawfulness of which is obvious on a reasonable assessment of all the circumstances in consideration.
- to protect the rights of minorities and indigenous peoples.
- not to participate in land theft and to observe the ban on the unlawful eviction from land, forests, and waters when acquiring, building on, or otherwise using land, forests, and waters that serve as a person's livelihood.
- not to use forced or compulsory work or any form of slavery or practices similar to slavery, servitude or any other form of domination or oppression in the workplace in any form.
- to prevent abuse of power by contracted private or public security forces through proper selection, training and control.
- to explicitly condemn and prevent any physical punishment, threats or intimidation of employees.
- to explicitly prevent any form of child labor and to respect the regulations for minimum working age in accordance with the labor standards of the International Labor Organization (ILO).
- to ensure that wages, social benefits as well as working hours are appropriate and at least comply with the relevant statutory regulations in force at the Supplier's registered office and at the place of work.

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- 尊重每个人自由结社、参与集体谈判和加入工会的权利。
- 保护员工避免在工作场所受到伤害，至少遵守供应商总部和工作地点适用的国家健康与安全法规。
- 通过技术保护措施、安全工作流程、预防性设备维护、合适的防护服、培训、促进健康的措施和检查，降低安全和健康风险。
- 不对环境造成损害，如有害的土壤变化、水或空气污染、噪音排放和/或水的过度消耗，从而破坏食物的保存和生产基础，剥夺获得饮用水和卫生设施的机会，而损害健康。
- 不侵犯任何第三方的产权（专利、商标等），并遵守所有国内和国际适用的知识产权保护法律。
- 不参与或支持任何形式的腐败、给予好处或贿赂。
- 不参与或支持任何形式的洗钱活动。
- 避免利益冲突。
- 遵守国家和国际公平竞争规则，特别是适用的反垄断法和其他规范竞争的法律。
- 公司必须遵守适用的会计准则，并根据适用的国家和国际法规披露财务信息。

3. 出口管制和经济制裁

供应商有义务

- 遵守与以下方面有关的经济制裁和进出口法律
 - 货物进出口；服务跨境转移

- to respect the individual's right to freedom of association, participation in collective bargaining, and membership of labor unions.
- to protect employees against risks at the workplace, in particular to comply at least with the national occupational health and safety regulations applicable at the Supplier's registered office and at the place of work.
- to reduce safety and health risks by technological protection measures, safeguarding workflows, preventive maintenance, suitable protective clothing, training, health-enhancing measures, and controls.
- to refrain from environmental degradation that impairs the basis for the preservation and production of food, denies access to drinking water and sanitary facilities, or causes damage to health, for example through harmful soil change, water or air pollution, noise emission and/or excessive water consumption.
- to not violate the industrial property rights of third parties (patents, trademarks, etc.) as well as to comply with all nationally and internationally applicable intellectual property laws.
- not to participate in or support any form of corruption, of granting undue advantages or bribes.
- not to participate in or support any form of money laundering activities.
- to avoid conflicts of interests.
- to comply with national and international rules of fair competition, in particular applicable anti-trust laws and other laws regulating competition.
- to comply with applicable accounting standards and disclose financial information in accordance with applicable national and international regulations.

3. Export control and economic sanctions

The Supplier is required,

- to comply with economic sanctions as well as export and import laws with respect to
 - import and export of goods; cross-border transfer of services;

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- 硬件、软件和技术（包括技术数据）的跨境转让；
- 跨境资本交易和支付。

4. 数据保护

供应商有义务

- 认真对待个人数据或以其他方式获得的信息的保护和保密工作。
- 遵守适用的数据保护法，尤其是《欧洲通用数据保护条例》（GDPR）。
- 以保密的方式收集和处理个人数据，并且仅在具有具体、明确的业务目的的情况下，根据适用的法律法规收集和处理个人数据。
- 保护所有相关方的个人权利，保护个人数据免遭滥用和/或未经授权的访问。

5. 环境保护

供应商有义务

合规和环境授权

- 遵守与环境保护有关的所有国家法律和准则，并引入有效的持续监测程序。
- 获得所有与环境相关的生产和运营授权和注册，并保持更新，同时遵守运营要求和报告要求。

对待自然资源

- 保护自然生态系统，不助长天然林和其他自然生态系统的改变、砍伐或退化。
- 保护或（在可能的情况下）改善生物多样性和土壤质量。
- 最大限度地减少、优化或（在可能的情况下）避免使用自然资源，如水、化石燃料、矿物和原始森林产品。这应涉及各种程序和

- cross-border transfer of hardware, software and technologies (including technical specifications);
- cross-border capital transactions and payments.

4. Privacy and data protection

The Supplier is required,

- to take the protection and confidentiality of personal data and other information shared with him very seriously.
- to comply with all applicable privacy laws, especially the European General Data Protection Regulation (GDPR).
- to collect and process personal data in a confidential manner and only to the degree necessary for fulfilling a concrete and definable business purpose and only in compliance with all applicable laws and provisions.
- to preserve the personal rights of all parties involved and to protect personal data from misuse and / or unauthorized access.

5. Environmental Management

The Supplier is required,

Compliance and environmental permits

- to comply with all applicable national laws and regulations regarding environmental management as well as introducing effective processes for monitoring changes and updates.
- to have all valid and required environmental permits, approvals and registrations for production and operations obtained, maintained and kept current. The Supplier will also follow the operational and reporting requirements which are part of the permits.

Management of natural resources

- to protect natural ecosystems and not to contribute to the changing, deforestation, or damage of natural woodland and other natural ecosystems.
- to protect or (where applicable) improve biodiversity and soil quality.
- to minimize, optimize or (where applicable) avoid the use of natural resources, including wa-

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技术，如改变生产流程、维护程序和建筑管理程序、材料替代、再利用和再循环。

- 防止污染和环境破坏（在生产和/或提供服务的各个阶段）。

积极主动地保护环境

- 采取主动行动和措施（考虑成本/效益比），减少能源、原材料和水的使用（积极提高资源效率）。
- 采取主动行动和措施（考虑成本/效益比），最大限度地减少向空气、水和土壤的排放（积极主动地减少排放）。

废物和减少废物

（特别是非危险固体废物）

- 建立并运行一个高效的流程，有效确保按照适用的法规和法律对（固体）废物进行识别、分类、减少、处置或运输/转移和回收。
- 考虑所提供产品或服务避免浪费和再利用/再循环的可能性和机会。最好考虑整个生命周期（开发、生产、使用、使用结束和/或回收）。
- 遵守相关的危险废物出口禁令，特别是 1989 年 3 月 22 日的《控制危险废物越境转移及其处置的巴塞尔公约》。

水资源管理

- 防止过度用水，促进节约用水和/或重复用水技术的实施和持续发展。
- 对废水进行定性、监测和控制，并在排放或处置前进行必要的处理（如适用）。
- 水管理应包括水源（来源）、水利用和水排放的记录、识别和监测。

ter, fossile fuels, minerals and virgin forest products. Here, approaches and practices such as, for example, modifying production, maintenance and facility processes, materials- substitution, re-use and recycling, can be applied.

- to prevent pollution and environmental incidents (during every phase of production and/or service delivery).

Pro-active approach in environmental management

- to develop initiatives and introduce measures (considering the cost-benefit ratio) reducing the use of energy, raw materials and water (pro-active approach to resource efficiency).
- to develop initiatives and introduce measures (considering the cost-benefit ratio) minimizing the emissions to air, water and soil (pro-active approach to emissions minimization).

Waste and waste reduction

(in particular non-hazardous and solid waste)

- to have an efficient operative process in place of characterizing, sorting, reducing, and disposing, forwarding, or recycling (solid) waste in accordance with the applicable regulations and laws.
- to consider, along the life cycle of the supplied products or services delivered (development, production, use, subsequent end-of-use / disposal), opportunities of reducing waste generated and opportunities of recycling and/or re-use.
- comply with relevant prohibitions on the export of hazardous waste, in particular the "Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal of March 22, 1989".

Water Management

- to prevent excessive water consumption and to support the implementation and continued development of technologies for conserving and/or re-using of water.
- to characterize, monitor and control wastewater and, if applicable, to treat as required before discharge or disposal.
- The water management initiatives shall also comprise documenting, characterizing, and monitoring water sources, use and discharge.

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- 要求供应商制定措施，将水的可持续利用纳入业务规划过程（水管理）。这还应包括考虑可能出现的缺水/水荒对运营的影响（生命周期评估）。

对环境空气的排放和空气污染控制

- 引入并运行有效的流程，切实确保定期测定和监测运营和生产过程中排放到环境空气中的有机化学品、气溶胶、腐蚀性物质、微粒（微尘等）、臭氧消耗化学品和燃烧副产品。必须采取措施尽量减少这些排放。这里的最低目标是遵守相应的国家法律要求

能源管理和温室气体排放

- 监测并最大限度地减少能源消耗以及相关范畴 1（直接二氧化碳排放）和范畴 2（间接二氧化碳排放）的二氧化碳当量，以支持具有成本效益的采购、实施和持续开发节能技术。
- 努力向可再生能源转化。
- 努力实现范围 1 和范围 2 的气候中和。

6. 禁用物质和化学品管理

供应商有义务

- 遵循以下约定中的指导原则：
 - 《关于汞的水俣公约》、
 - 《关于持久性有机污染物的斯德哥尔摩公约》。
- 符合“汉格斯特环保标准”（汉格斯特公司标准，BN 13.09）的要求。该文件可从 www.hengst.com 的“采购”部分下载：
<https://www.hengst.com/zh-hans/%E5%85%AC%E5%8F%B8/%E5%90%88%E8%A7%84>
- 为了保护人类和环境，汉格斯特环保标准（BN 13.09）列举了材料或部件中不得含有的物质/物质类别，或者只有在能够证明从生态和经济角度来看没有同等的无争议物质

- The Supplier is also requested to strive for initiatives of water management and sustainable use of water in operational planning, i.e. by taking water stress assessments in operations (throughout the life cycle) into consideration.

Air emissions and clean air

- to have an efficient operative process in place, conducting periodic characterization and monitoring of air emissions of organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations. Measures need to be taken to minimize these emissions. The minimum goal is the compliance with national legal requirements.

Energy management and greenhouse gas emissions

- to monitor and minimize energy consumption and relevant Scope 1 (direct CO₂ emissions) and Scope 2 (indirect CO₂ emissions) CO₂ equivalents to support cost-effective purchasing, implementation and continued development of energy efficient technologies.
- to strive for the conversion to renewable energy sources.
- to strive for climate neutrality in scope 1 and scope 2.

6. Prohibited substances and chemical management

The Supplier is required,

- to comply with the requirements laid down in the following conventions:
 - the Minamata Convention on Mercury,
 - the Stockholm Convention on Persistent Organic Pollutants.
- to comply with the requirements of the „Hengst Environmental Standard“ (Hengst Technical Standard, BN 13.09). This document is available for download at www.hengst.com, section „Purchasing“: <https://www.hengst.com/en/purchasing>.
- In this environmental standard (BN 13.09), substances / substance classes are compiled, which, for the protection of people and the environment, must not be contained in materials or

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时才可以使用。在对潜在风险进行评估后，再根据具体应用情况决定是否使用。

对于交付给汉格斯特或为汉格斯特提供的产品和服务（服务流程），供应商承诺

- 标明需要申报的物质（BN 13.09, 第 10 段），以及
- 不使用禁用物质（BN 13.09, 第 10 段）。

化学品管理

供应商有义务引进并运行高效的流程，

- 有效识别释放到环境中可能造成风险的化学品和其他物质。尽量减少使用这些已确定的化学品和其他物质。研究使用替代物质（危险可能性较低）。
- 确保对危险物质进行管理，使用适当的程序对危险物质进行安全处理、运输、储存、回收、或再利用和处置。

7. 冲突矿产

定义

冲突矿物是指从刚果民主共和国及其邻近地区开采的钽、锡、金和钨。

冲突矿物报告（CMRT）

供应商有义务

- 如果在供应给汉格斯特的零件、组件、材料或产品中有任何使用冲突矿物的情况、任何发现使用的情况以及可能使用冲突矿物的迹象（BN 13.09, 第 10.11 段），则应立即向汉格斯特报告。向汉格斯特报告应使用当前有效的 CMRT*模板（负责任矿产倡议组织）。

components, or may only be contained in materials or components if substances which are comparable and uncritical from an environmental and economic point of view, are verifiably not available. The decision to use them is only taken after an assessment of the potential risks with regard to the specific application.

For products and services (service processes performed) which are supplied or provided to Hengst, the Supplier undertakes,

- to identify / characterize substances which require a registration (BN 13.09, section 10), and
- not to utilize / use prohibited substances (BN 13.09, section 10).

Chemical Management

The Supplier is required to have efficient operative processes in place,

- which identify chemicals and other substances, which are potentially harmful substances if released into the environment. The application of these chemicals and other substances identified, shall be minimized. The application of substitutes (with lower hazard potential) shall be considered
- which serve as a management system for hazardous materials enabling safe handling, transport, storage recycling, reuse, and disposal of such materials.

7. Conflict Minerals

Definition

Conflict minerals are tantalum, tin, gold and tungsten, which are mined from the Democratic Republic of Congo and neighboring areas.

Conflict Minerals Reporting (CMRT)

The Supplier is required,

- to immediately report every application and every discovered application and the evidence of a possible use of conflict minerals in parts, components, materials or products delivered to Hengst (BN 13.09, section 10.11). The reporting to Hengst shall be made by using the most recent CMRT* template by the Responsible Minerals Initiative.

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* CMRT =冲突矿产报告模板
[\(http://www.responsiblemineralsinitiative.org/reporting-templates/cmrt/\)](http://www.responsiblemineralsinitiative.org/reporting-templates/cmrt/)

* CMRT = Conflict Minerals Reporting Template
[\(http://www.responsiblemineralsinitiative.org/reporting-templates/cmrt/\)](http://www.responsiblemineralsinitiative.org/reporting-templates/cmrt/)

8. 实施

只有通过共同和持续的供应商发展以及对供应商和次级供应商的一致管理，才能提高总体可持续发展绩效。

供应商有义务

- 遵守本《供应商行为准则》规定的要求，识别现有风险并采取适当措施消除这些风险。

我们还希望供应商

- 在其供应链中提出本《供应商行为准则》中规定的要求，并参与其供应商的风险分析和预防措施。

我们将提供有关遵守和执行本《供应商行为准则》的培训和进一步教育，并希望与供应商进行建设性的交流。

我们保留定期审查本《供应商行为准则》遵守情况的权利，要求供应商对其供应商进行可持续发展自我评估，开展供应商审核，并采取其他适当的控制措施，并且要求供应商尽其所能予以配合。

任何（潜在的）违反本《供应商行为准则》规定的行为均可通过公司网站

<https://www.hengst.com/zh-hans/%E5%85%AC%E5%8F%B8/%E5%90%88%E8%A7%84>) 上的举报渠道进行举报，该渠道对所有员工和第三方开放。举报渠道可自由访问，可使用多种语言，并可根据需要实行匿名举报。我们已发布程序规则，介绍汉格斯特提交和处理举报的流程。

我们期望我们的供应商

8. Implementation

Total sustainability performance will be improved only by a common and continuous Supplier development as well as a consistent Supplier- and sub-supplier management

The Supplier is required,

- to comply with the requirements outlined in this Supplier Code of Conduct and to adequately address them along its supply chain, to identify risks and to take adequate measures to eliminate such risks.

We also expect from our Supplier,

- to appropriately address the requirements set out in this Supplier Code of Conduct along its supply chain and to participate in risk analyses and preventive measures by its Suppliers.

We will provide trainings on compliance with and implementation of our expectations from this Supplier Code of Conduct and look forward to a constructive exchange with our Suppliers.

We reserve the right to regularly verify compliance with this Supplier Code of Conduct by requesting the Supplier to carry out a self-assessment of its Supplier sustainability, by conducting Supplier audits and by taking other appropriate control measures and the Supplier is required to cooperate to the best of its ability.

Any (potential) breaches of the requirements set out in this policy can be reported via the reporting channel on our company website

<https://www.hengst.com/de/unternehmen/Compliance>), which is available to all employees and third parties. The reporting channel is freely accessible, can be used in various languages and allows anonymous reporting if desired. We have published a guideline that describes the process for submitting and processing reports at Hengst.

We expect from our Supplier,

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- 在自己的供应链中建立投诉程序，并确保对举报人的保护。
- 对我们调查（潜在的）违反本《供应商行为准则》的行为给与支持。
- 在制定和实施补救措施时，在合理的时间范围内给予合作

根据违规行为的严重程度，我们保留做出适当回应的权利，包括要求立即消除违规行为，制定有时限的联合方案以尽量减少或终止违规行为，以及作为最后手段的终止业务关系。

- to also set up a complaint's procedure in its own supply chain and to ensure the protection of the whistleblower.
- to support us in investigating (potential) violations of this Supplier Code of Conduct.
- to cooperate in initiating remedial measures within a reasonable timeframe.

Depending on the severity of the violation, we reserve the right to take appropriate action, from requesting the immediate elimination of the violation to developing a joint, time-bound concept for minimizing or ending the violation to terminating the business relationship as a last resort.

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Bestätigung Verhaltenskodex für Lieferanten Confirmation Supplier Code of Conduct 确认供应商行为准则

Bitte senden Sie das ausgefüllte und unterzeichnete Dokument per E-Mail an Ihren Einkaufskontakt bei Hengst.

Please send the completed and signed document by email to your purchasing contact at Hengst.

请将填写并签名的文件通过电子邮件发送给亨斯特采购部的联系人。

DUNS Nummer / DUNS number / 邓白氏编码:	
Firmenname / company name / 公司名称:	
Adresse / address / 地址:	

Hiermit bestätigen wir den Empfang und die Einhaltung des **Verhaltenskodex für Lieferanten** von Hengst.

We hereby confirm the receipt of and adherence to the **Supplier Code of Conduct** of Hengst.

我们在此确认收到并遵守《汉格斯特供应商行为准则》。

Ort, Datum / Location, date / 地点, 日期:

Name in Druckbuchstaben /

Name in block letters /

姓名:

Unterschrift /signature / 签名: *

* Diese Bestätigung muss von ordnungsgemäß bevollmächtigten Vertretern des Lieferanten unterzeichnet werden.

This confirmation must be signed by duly authorized representatives of the supplier.

本确认书必须由供应商正式授权的代表签字。

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