

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 defines the basic requirements placed on tesa's suppliers of goods and services concerning their responsibilities towards their stakeholders and the environment. The global tesa purchasing organization is committed to manage supplier relationships fulfilling the spirit and purpose of the vision of an inclusive and sustainable world economy for the benefit of all people, communities and markets, today and in the future.

德莎供应商行为准则对德莎的供应商在提供产品和服务过程中对其利益关系人和环境所需承担的责任作出了基本要求。德莎全球采购组织致力于管理供应商关系，遵循包容性和可持续性世界经济愿景的宗旨，以实现当今和未来，所有人、社区和市场的利益。

- tesa global purchasing explicitly is committed to improve the working conditions at its suppliers following a continuous improvement approach.

德莎全球采购组织明确承诺采用持续改进的方式改善供应商的工作条件。

- tesa's suppliers must commit to fulfil the tesa Code of Conduct for suppliers.

德莎的供应商必须承诺履行德莎供应商行为准则。

- In case the tesa Code of Conduct for suppliers is not met by a supplier, tesa defines in cooperation with the supplier an appropriate roadmap to develop the supplier in an appropriate timeframe according to the spirit and purpose of the Global Compact. In case a supplier's progress is unsatisfactory, tesa initiates a supplier outphasing procedure.

供应商未能满足德莎供应商行为准则要求的，则德莎将与供应商合作，按照全球盟约的精神和目标在合适的时限内为供应商建立一套可行的发展战略。如供应商的进度落后，则德莎将执行供应商弃用程序。

- tesa suppliers permit tesa and a third party designated by tesa to evaluate supplier's facilities and operations to check against this Code. This includes also audits to which tesa is bound contractually in connection to the supplied products.

德莎的供应商允许德莎和由德莎指定的第三方评估供应商的设施和运营，以检查其是否遵守本行为准则的条款。包括与德莎有合同约定的供货产品相关的审计。

- tesa suppliers commit to develop their suppliers according to this code of conduct.

德莎的供应商承诺按照本行为准则完善供应商行为。

- tesa suppliers comply with all relevant local, national and international statutory laws, legal regulations and requirements.

德莎的供应商遵守所有本地、国家及国际的相关法律、法规和要求。

Antitrust

反垄断

tesa suppliers respect the mechanisms of free market and principles of fair competition.

德莎的供应商应尊重自由市场机制和公平竞争原则。

This includes

包括：

- to compliance with all applicable antitrust law and regulations.

遵守所有适用的反垄断法律法规。

- do not enter into agreements or exchange information that might constitute a breach of antitrust law, nor unduly take advantage of any dominant market position they might hold.

不签订可能违反反垄断法的协议或交换信息，也不过度利用可能占据的市场主导地位。

Anti corruption / Conflicts of Interest

反腐败/利益冲突

tesa suppliers work against corruption in all its forms, including extortion and bribery.

德莎的供应商应反对一切形式的腐败，包括索贿和行贿。

This includes

包括：

- to prohibit the offer of payments of bribes to its customers or to the business associates of its customers. The supplier also declares to forbid its employees to request or accept bribes, whether for their own benefit or that of their families, friends or associates.

禁止向其客户或客户的业务合作方行贿。供应商同时严令禁止其员工因其个人、亲友或关联方私利索贿或受贿。

- to prohibit that personal relationships and private interests influence business activities or decisions.

禁止因为个人关系和个人利益影响商业活动或决策。

Protection and use of information

信息的保护和使用

tesa suppliers ensure a high level of data protection and information security.

德莎的供应商应确保高水平的数据保护和信息安全。

This includes

包括：

- to protect personal data and confidential information, for example by a state-of-the-art information security system.

通过最新的信息安全系统保护个人数据和机密信息。

Human rights

人权

tesa suppliers support and respect the protection of internationally proclaimed human rights.

德莎的供应商支持并尊重国际社会对人权的保护。

This includes

包括：

- the development and maintenance of a health and safety management system.

建立并维持健康和安全管理体糸。

- a close cooperation with the workers and their representatives in order to continuously improve working conditions.

与工人及其代表进行密切合作以持续改善其工作条件。

tesa suppliers make sure not to use any form of mental or physical force for disciplinary purposes.

德莎的供应商确保在纪律方面不施加任何形式的精神压力，不采取任何身体上的强迫措施。

This includes

包括：

- to respect international guidelines and standards for the use of force.
尊重国际上关于用工的准则和标准。
- to have an explicit policy to ensure that its security arrangements do not contribute to human rights violations.

建立明确的政策确保其安全措施不对人权造成侵犯。

Labour standards

劳工标准

tesa suppliers uphold the freedom of association together with current national legislation for working schedules, remuneration, training, collective bargaining, health and safety.

德莎的供应商应遵循结社自由，以及遵循有关工作时间、报酬、培训、集体谈判、健康和安全方面现行有效的国家法规。

tesa suppliers eliminate all forms of forced and compulsory labour.

德莎的供应商不得存在任何形式的强迫劳动和义务劳动的现象。

tesa suppliers eliminate child labour.

德莎的供应商不得雇佣童工。

Environment

环境

tesa suppliers should have an effective environmental policy and comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

德莎的供应商应制定有效的环境政策，遵守有关环境保护的现行立法和条例。供应商应对环境问题采取预防机制，以积极主动的态度提高其自身的环境责任，并鼓励推广实施健全的生命周期实践的无害环境技术。

This includes

包括：

- Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

化学品和有害物质：应识别和管理化学品和其他对环境有危害的物质，以确保其安全处理、移动、储存、回收或再使用和处置。

- Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

废水和固体废弃物：作业、工业过程和卫生设施产生的废水和固体废物在排放或处置前应按要求进行监测、控制和处理。

- Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

气体排放：在排放或处置挥发性有机化学物质、气溶胶、腐蚀性物质、微粒、消耗臭氧层的化学品和作业产生的燃烧副产品之前，应按要求对其进行表征、监测、控制和处理。

- Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

减少浪费，提高资源回收率：应从源头或通过改变生产、维护和设施流程，材料替代，保护、回收和再利用材料等方法来减少或消除包括水和能源等资源的浪费。