

系統名稱 SYSTEM:	主題 SUBJECT:	文件編號 DOCUMENT NO.:					
品質系統 Quality Assurance System	富士康供應商社會及環境責任行為守則 Foxconn Supplier Social and Environment Responsibility Code of Conduct	SQ-3A0-052					
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	APPROVED 核准	CHECKED 審核	PREPARED 承辦	
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* * * * * CHANGE HISTORY * * * * *

修訂履歷

Rev 版次	ECN No. ECN 號	Change Item 修改項次	Remark 備註
A	HC-11-3988	Initial Release 初版發行	參考 EICC 3.0 制定
B	HC-12-04529	(1) 商業道德部份 新增三個項目 5.4.7 不使用衝突礦產，5.4.8 隱私保護，5.4.9 不打擊報復 The section of business ethics added three items 5.4.7 Responsible Sourcing of Minerals, 5.4.8 Privacy, 5.4.9 Non-Retaliation (2) 管理體系部份 新增 5.5.12 供應商責任 The section of management system added one item 5.5.12 Supplier Responsibility. (3) 對勞工、商業道德部份的細項要求進行了修訂 Emended The detail requirements in the section of labor and ethics have been (4) 對部份條款的表述進行優化 Optimized the descriptions of some items. (5) 修改參考資料 Amended the Reference (6) 增加獲取最新版本守則的途徑 Added the access to the latest version of the Code	參考 EICC 4.0 修訂文件
C	HC-15-01116	(1) 健康與安全部份 新增 5.2.8 健康與安全溝通 The section of Health and Safety added one item 5.2.8 Health and Safety Communication (2) 環境部份 增加 5.3.7 暴雨管理和 5.3.8 能源消耗和溫室氣體排放 The section of Environmental added 5.3.7 Storm Water Management and 5.3.8 Energy Consumption and Greenhouse Gas Emissions (3) 道德部份 將 5.4.9 不打擊報復歸總到 5.4.6 身份保護 The section of Ethics add 5.4.9 Non-Retaliation to 5.4.6 Protection of Identity (4) 條款 5.1.1、5.1.2、5.1.4、5.1.6、5.2.1、5.2.2、5.3.4、5.3.5、5.4.2、5.4.3、5.4.4、5.5.1、5.5.2 增加或調整部份內容。 The content of the detailed items 5.1.1, 5.1.2, 5.1.4, 5.1.6, 5.2.1, 5.2.2, 5.3.4, 5.3.5, 5.4.2, 5.4.3, 5.4.4, 5.5.1, 5.5.2 has been amended. (5) 修改參考資料 Amended the Reference	參考 EICC 5.0 修訂文件
D	HC-16-01439	(1) 條款 5.1.1 調整部份內容 The content of the detailed item 5.1.1 has been amended (2) 修改參考資料 Amended the Reference	參考 EICC 5.1 修訂文件

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E	HC-18-00273	(1) 條款 5.3.4、5.3.7、5.5.8 章節名稱變更 The Chapter name of the item 5.3.4、5.3.7、5.5.8 has been amended (2) 條款 5.1.1、5.1.3、5.2.1、5.2.2、5.2.4、5.2.7、5.2.8、5.4.5、5.5.8 增加或調整部分內容 The content of the detailed items 5.1.1, 5.1.3, 5.2.1, 5.2.2, 5.2.4, 5.2.7, 5.2.8, 5.4.5, 5.5.8 has been amended. (3) 勞工部分 新增剝削性监狱工的敘述 The section of labor newly added the depiction of exploitative prison labor (4) 環境部分 將原 5.3.4 污水管制的部分整并至 5.3.7 水资源管理 The section of environmental the part of the original 5.3.4 sewage control adjust to 5.3.7 water management (5) 對部份條款的表述進行優化 Optimized the descriptions of some items. (6) 修改參考資料 Amended the Reference	參考 RBA6.0 修訂文件				
F	HC-21-00005	(1) 條款 5.1.1、5.1.2、5.1.3、5.1.6、5.2.1、5.2.2、5.2.4、5.2.8、5.3.5、5.3.8、5.5.5、5.5.8 增加或調整部分內容 The content of the detailed items 5.1.1, 5.1.2, 5.1.3, 5.1.6, 5.2.1, 5.2.2, 5.2.4, 5.2.8, 5.3.5, 5.3.8, 5.5.5, 5.5.8, has been amended. (2) 勞工部分 新增誤用童工的補救措施。 The section of labor newly added the Remedies for misuse of child Labour. (3) 健康與安全部分 新增每年至少一次應急演練的要求 The section of Health and Safety newly added the Requirement for at least one emergency drill per year (4) 環境部分 新增《蒙特利爾議定書》的管理要求。 The section of environmental newly added the Regulatory requirements of the Montreal Protocol on Substances that Deplete the Ozone Layer (5) 對部分條款的表述進行優化 Optimized the descriptions of some items. (6) 修改參考資料 Amended the Reference	參考 RBA7.0 修訂文件				

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1. Purpose 目的

The Responsible Business Alliance (RBA), formerly the Electronic Industry Citizenship Coalition (EICC). The purpose of this document is to define the Foxconn Supplier Social and Environmental Responsibility Code of Conduct (CoC) which the supplier of Foxconn shall comply with. The aim is to ensure that working conditions in the supply chain are safe, that employees are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically.

責任商業聯盟,簡稱RBA,前身為電子行業公民聯盟,即EICC。本文件旨在定義富士康供應商應遵守的社會及環境責任行為守則,以保證供應鏈中所有廠商為員工提供安全的工作環境、尊重員工人權、並且在經營中承擔環保責任和遵守道德規範。

2. Scope 適用範圍

The requirements defined in this document apply to the suppliers who have business with Foxconn; the word “Supplier” used throughout this document refers external, internal supplier and service providers.

適用於所有與富士康有交易的供應商(包括內、外部供應商及服務機構)。

3. Reference 參考資料

- Responsible Business Alliance Code of Conduct Version 7.0
責任商業聯盟行為準則7.0版

4. Responsibility 職責

To adopt the Code and become a supplier (“supplier”), supplier shall declare its support for the Code and seek to conform to the Code and its standards in accordance with a management system as set forth in the Code.

供應商應支持本守則,並建立相應的管理體系以滿足本守則的要求。

Fundamental to adopting the Code is the understanding that a business, in all of its activities, must operate in full compliance with the laws, rules and regulations of the countries in which it operates. It is also expected that each Supplier shall require its supplier to acknowledge and implement the Code.

本守則的基本要求是供應商的所有活動都遵守所在國家的法律、法規,並要求上級供應商瞭解及實施本守則。

The Code encourages Supplier to go beyond legal compliance, drawing upon internationally recognized standards, in order to advance social and environmental responsibility.

本守則鼓勵供應商遵守嚴於法律要求的標準,並導入國際標準以提升環境與社會責任。

Business Groups/Units can invent their own requirements based on this document, but they must (at least) meet the requirements in this document. The customer’ s requirements is as priority if the requirements in this document are conflict to the customer’ s requirements.

事業群/處可根據本文件制訂適合於本事業群/處的供應商社會環境責任行為守則,但其制定的規範應至少滿足本規範之要求。若與客戶要求衝突優先滿足客戶要求。

本守則將按照客戶及法律法規要求、RBA準則而不斷更新,任何關於本守則的問題可發郵件至 gpsd-sqrm-sser@foxconn.com, 本檔最新版本可在 <http://www.sser.foxconn.com> 查閱。

The code will be revised constantly according to customer, legal requirements and RBA, if you have any questions, please contact at gpsd-sqrm-sser@foxconn.com and the latest version of this document can be found at <http://www.sser.foxconn.com> .

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Foxconn strictly prohibits supplier’ zero tolerances:
 富士康禁止供應商存在以下六個"零容忍"項目：

1) Child labor; 使用童工；

2) Forced or prison labor; 使用強迫勞工/監獄工；

3) Release of poisonous or hazardous materials to the environment in violation of loacal environmental laws and regulations; 排放未經處理的有毒有害物質或物料；

4) Health and safety issues that can cause immediate danger to life or serious injury; 存在會立即危害員工生命或造成嚴重受傷的健康安全問題；

5) The supplier provides Foxconn with fraudulent documents; 向富士康提供虛假資訊；

6) Retaliate the employees who provide information to auditor. 打擊報復向稽核員提供真實資訊的員工。

5. Code of Conduct Instruction 行為守則內容

Foxconn supplier SER conduct code is made up of five sections:
 富士供應商社會與環境責任行為規範共有5個部分：

1) Labor,2) Health and Safety, 3) Environmental, 4) Ethics, 5) Management System
 1)勞工，2)健康與安全，3)環境，4) 道德，5)管理體系

5.1 LABOR 勞工

Supplier are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

供應商應按照國際公認社會責任標準，尊重並維護工人人權。本規範中的“工人”包含：臨時工、移民工、學生工、合同工、直接員工和其他任何類型的員工。

Supplier shall comply with the following labor standards:
 供應商應遵守如下勞工標準：

5.1.1 Freely Chosen Employment 自由擇業

Forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. This includes transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services. There shall be no unreasonable restrictions on workers’ freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company- provided facilities including, if applicable, workers’ dormitories or living quarters. As part of the hiring process, all workers must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment. Foreign migrant workers must receive the employment agreement prior to the worker departing from his or her country of origin and there shall be no substitution or change(s) allowed in the employment agreement upon arrival in the receiving country unless these changes are made to meet local law and provide equal or better terms. All work must be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given as per worker’ s contract. Employers, agents, and sub-agents’ may not hold or otherwise destroy, conceal, or confiscate identity or immigration documents, such as

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government-issued identification, passports, or work permits. Employers can only hold documentation if such holdings are required by law. In this case, at no time should workers be denied access to their documents. Workers shall not be required to pay employers’ agents or sub-agents’ recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

不得僱傭被強迫、受束縛（包括債務束縛）或受契約約束的勞工、非自願或剝削性質的獄中勞工、奴隸或販賣人口。這包括不得以威脅、暴力、脅迫、誘拐或欺詐等手段運輸、窩藏、招聘、轉移或接收人員。對於工人在工廠內的行動自由及進出公司提供的工人宿舍或生活區等場所（若適用），不應設立不合理的限制。作為僱傭流程的壹部分，必須以工人的母語向所有工人提供書面的僱傭協議，其中包括對僱傭的條款和條件的說明。外籍勞工必須在離開原籍國之前收到僱傭協議，並且在其到達接收國後，僱傭協議中不允許有替代或變更，除非這些變更是為了符合當地法律並提供平等或更好的條款。所有工作均須出於自願，工人可自由地隨時離職或終止其僱傭關係，如按照工人合同給予合理通知，則不必支付任何罰款。雇主、代理和子代理不得持有或以其他方式銷毀、隱藏或沒收身份證或移民文件，例如，政府簽發的身份證明、護照或工作許可。只有法律要求時，雇主才可持有此類文件。在這種情況下，任何時候都不得拒絕工人訪問其文件。工人無需為其受雇而向雇主的代理或子代理支付招聘費或其他相關費用。如果發現工人支付過任何上述費用，應將該費用返還給工人。

5.1.2 Young Workers未成年工

Child labor is not to be used in any stage of manufacturing. The term “child” refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Participants shall implement an appropriate mechanism to verify the age of workers. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Participants shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students’ rights in accordance with applicable laws and regulations. Participants shall provide appropriate support and training to all student workers. In the absence of local law, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks. If child labor is identified, assistance/remediation is provided.

在生產的任何階段均不得使用童工。術語“兒童”是指任何未滿 15 歲、或低於完成義務教育年齡，或低於該國家/地區的最小就業年齡（以這三者中最大者為準）的任何人。供應商應實施適當的機制，以核實工人的年齡。支持遵守所有法律和法規的、合法利用工作場所的學習計劃。不滿 18 歲的工人（未成年工人）不得從事可能危及其健康或安全的工作，包括夜班和加班。參與者應通過合理維護學生工記錄、對提供學生工的教育合作夥伴進行嚴格的盡職調查，並根據法律法規保護學生工權利，確保對學生工進行適當的管理。參與者應向所有學生工提供適當的支持和培訓。如當地法律未作規定，學生工、實習工和學徒工的工資應至少達到履行同等或類似崗位的初級工人的工資水平。如果發現童工，將提供協助/補救措施。

5.1.3 Working Hours 工作時間

Studies of business practices clearly link worker strain to reduced productivity, increased turnover, and increased injury and illness. Working hours are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. All overtime must be voluntary. Workers shall be allowed at least one day off every seven days.

商業實踐研究表明，工人過勞與生產力下降、人員流動性升高、傷病人數增加等情況明顯相關。工作時間

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<p>不得超過當地法律規定的最長時間。而且，除非緊急或異常情況，每周的工作時間包括加班不應超過 60 小時。所有加班都必須是自願行為。工人每七天應至少休息一天。</p> <p>5.1.4 Wages and Benefits 工資與福利</p> <p>Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor will be within the limits of the local law.</p> <p>供應商向工人支付的薪酬應符合所有適用的工資法律，包括有關最低工資、加班時間和法定福利在內的各項法律。根據當地法律，應按高於正常小時工資的標準向工人支付加班報酬。禁止將扣減工資作為壹種紀律處罰措施。每個記薪周期，應及時向工人提供清晰易懂的工資單，該工資單應包含足夠信息以能夠核算付出的勞動所得的報酬是否準確。使用臨時工、派遣工和外包工必須符合當地法律限制。</p> <p>5.1.5 Humane Treatment 人性化待遇</p> <p>There is to be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.</p> <p>不得對工人實施暴力、基於性別的暴力、性騷擾、性虐待、體罰、精神或肉體脅迫、霸凌、公開羞辱或言語侮辱等嚴苛的非人道行為；亦不得威脅要實施任何此類行為。應清楚制定支持這些要求的紀律政策和規程，並傳達給工人。</p> <p>5.1.6 Non-Discrimination 不歧視</p> <p>Participants should be committed to a workplace free of harassment and unlawful discrimination. Companies shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way. This was drafted in consideration of ILO Discrimination (Employment and Occupation) Convention (No.111).</p> <p>供應商應承諾提供不受騷擾及非法歧視的工作場所。公司不得因人種、膚色、年齡、性別、性取向、性別認同和性別表現、種族或民族、殘疾、懷孕、宗教信仰、政治派別、社團成員身份、服軍役狀況、受保護的遺傳信息或婚姻狀況等在招聘和僱傭過程中（如工資、晉升、獎勵和培訓機會等）歧視或騷擾工人。應向工人提供合理的宗教活動場所。此外，不應強迫工人或潛在工人接受可能帶有歧視性目的的醫學檢查（包括懷孕或童貞檢查）或體檢。這是根據國際勞工組織（ILO）的歧視（就業和職業）公約（第 111 號）起草的。</p> <p>5.1.7 Freedom of Association 自由結社</p> <p>In conformance with local law, participants shall respect the right of all workers to form and join trade unions of their</p>							

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<p>own choosing, to bargain collectively, and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment.</p> <p>根據當地法律，參與者應尊重所有工人自願組建和加入工會、進行集體談判與和平集會以及拒絕參加此等活動的權利。工人和/或其代表應能與管理層就工作條件和管理實踐公開交流溝通並表達看法和疑慮，而無需擔心會受到歧視、報復、威脅或騷擾。</p>							
<h3>5.2 Health and Safety 健康與安全</h3> <p>Supplier recognize that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale. Supplier also recognize that ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace.</p> <p>供應商應了解，除了儘量減少與工作相關的傷病事故以外，建立安全健康的工作環境可提高產品和服務品質，有利於促進生產、提高員工穩定性並提升員工士氣。供應商還應了解持續的員工投入和教育對於發現和解決工作場所中的健康與安全問題至關重要。</p> <p>Supplier shall comply with the following health & safety standards:</p> <p>供應商應遵守如下健康安全標準：</p>							
<h4>5.2.1 Occupation Safety 職業安全</h4> <p>Worker potential for exposure to health and safety hazards (chemical, electrical and other energy sources, fire, vehicles, and fall hazards, etc.) are to be identified and assessed, mitigated using the Hierarchy of Controls, which includes eliminating the hazard, substituting processes or materials, controlling through proper design, implementing engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and providing ongoing occupational health and safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment, and educational materials about risks to them associated with these hazards. Reasonable steps must also be taken to remove pregnant women and ‘nursing mothers from working conditions with high hazards, remove or reduce any workplace health and safety risks to pregnant women and nursing mothers, including those associated with their work assignments, and provide reasonable accommodations for nursing mothers.</p> <p>供應商應採用分級控制原則，識別、評估和減少工人可能遇到的潛在的健康和安全危險（化工、電器和其他能源、火災、車輛及墜落危險等），該原則包括消除危險、替代工藝或材料、通過適當的設計進行控制、實施工程和管理控制措施、預防性維護和安全的工作程序（包括閉鎖/停工），以及提供持續的職業健康和全培訓。如果通過上述方式無法有效地控制危險，應為工人提供適當的、保養良好的個人防護用品以及關於上述危險可能導致的風險的教育資料。此外，還必須採取適當的措施，避免讓孕婦和哺乳期婦女接觸高危工作環境，消除或降低工作場所帶給孕婦/哺乳期婦女健康與安全方面的風險（包括與其工作任務相關的風險），同時為哺乳期婦女提供適當的設施。</p>							
<h4>5.2.2 Emergency Preparedness 應急準備</h4>							

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Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including emergency reporting, employee notification and evacuation procedures, worker training, and drills. Emergency drills must be executed at least annually or as required by local law, whichever is more stringent. Emergency plans should also include appropriate fire detection and suppression equipment, clear and unobstructed egress, adequate exit facilities, contact information for emergency responders, and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment, and property.

潛在的緊急情況與事件要加以識別及評估，要實施應急計劃和響應規程來最大程度地減少其影響，包括應急報告、工人通知和撤離規程、工人培訓和演練。緊急演練必須至少每年進行一次，或按照當地法律的規定（以較嚴格的為準）進行。應急計劃還應該包括適當的火災探測和滅火設備、暢通無阻的離開通道、充足的出口設施、應急人員的聯系信息和恢復計劃。此類預案和規程應盡可能地減少對生命、環境和財產的損害。

5.2.3 Occupational Injury and Illness 職業傷害及疾病

Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness, including provisions to encourage worker reporting, classify and record injury and illness cases, provide necessary medical treatment, investigate cases and implement corrective actions to eliminate their causes, and facilitate the return of workers to work.

供應商應制定程序和體系以預防、管理、跟蹤和報告工傷和疾病，包括以下規定：鼓勵工人報告，對工傷和疾病案例進行分類和記錄，提供必要的醫療服務，調查案例並採取糾正措施以消除其事故源頭，幫助工人重返工作。

5.2.4 Industrial Hygiene 工業衛生

Worker exposure to chemical, biological, and physical agents is to be identified, evaluated, and controlled according to the Hierarchy of Controls. If any potential hazards were identified, participants shall look for opportunities to eliminate and/or reduce the potential hazards. If elimination or reduction of the hazards is not feasible, potential hazards are to be controlled through proper design, engineering, and administrative controls. When hazards cannot be adequately controlled by such means, workers are to be provided with and use appropriate, well-maintained, personal protective equipment free of charge. Protective programs shall be ongoing and include educational materials about the risks associated with these hazards.

根據分級控制原則，應當識別、評估並控制化學、生物及物理等因素給工人帶來的危險。如果發現了任何潛在的危險，供應商應尋找機會消除和/或減少潛在的危險。如果消除或減少危險不可行，則要通過適當的設計、工程和管理控制措施來控制潛在的危險。當無法通過這些措施充分控制危險時，應為工人免費配備並讓其使用適當的、保養良好的個人防護用品。防護計劃應持續存在並包含與這些危險有關的風險教育材料。

5.2.5 Physically Demanding Work 體力勞動

Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing, and highly repetitive or forceful assembly tasks is to be identified, evaluated, and controlled.

供應商應當識別、評估和控制工人從事強體力型工作給工人帶來的影響，包括人工搬運/裝卸材料和重複搬

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舉重物、長時間站立以及高度重複或強力的裝配工作。							
5.2.6 Machine Safeguarding 機器安全防護							
<p>Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.</p> <p>供應商應當對生產機械和其他機械進行安全危險評估。應當對可能對工人造成傷害的機械裝配物理防護裝置、聯鎖裝置和屏障，並正確地進行維護。</p>							
5.2.7 Sanitation, Food, and Housing 公共衛生、飲食及住宿							
<p>Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the Participant or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting and heat and ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.</p> <p>供應商應向工人提供幹淨的洗手間設施、飲用水和衛生的食品配制、存儲和用餐設施。參與者或勞工代理機構提供的工人宿舍應保持潔淨安全，並提供適當的緊急出口、洗浴熱水、充足的光熱和通風、用於存放個人和貴重物品的獨立安全櫃，以及出入方便的合理私人空間。</p>							
5.2.8 Health and Safety Communication 健康與安全溝通							
<p>Participants shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to including but not limited to mechanical, electrical, chemical, fire, and physical hazards. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Training is provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any health and safety concerns without retaliation.</p> <p>供應商應向員工提供適當的工作場所健康與安全信息，并为员工提供以员工母语或员工可以理解的语言进行的培训，使其正确认知其所接触的工作场所危险标识语，包括但不限于机械、电器、化学、火灾和物理性危害。应在工厂清楚地张贴健康与安全的相关信息，或在员工能看到的显眼位置发布此信息。应在工作开始之前为员工提供岗前培训并在工作后定期对员工进行培训。應鼓勵员工提出任何健康和安全的問題，而無需擔心遭到打擊報復。</p>							
5.3 Environmental 環境							
<p>Supplier recognize that environmental responsibility is integral to producing world class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public.</p> <p>供應商應該認識到環境責任是生產世界一流產品的重要部分。在製造作業中，供應商應在保護公眾健康和安全的同時將對環境和自然資源的影響降到最小。</p> <p>供應商應遵守如下環境標準：</p>							
5.3.1 Environmental Permits and Reporting 環境許可與報告							

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<p>All required environmental permits (e.g. discharge monitoring), approvals, and registrations are to be obtained, maintained, and kept current and their operational and reporting requirements are to be followed.</p> <p>供應商應取得、維護並更新所有必需的環境許可證（如排放監控）、批准文書和登記證，並且遵循其操作和報告要求。</p>							
<p>5.3.2 Pollution Prevention and Resource Reduction 預防污染和節約資源</p> <p>Emissions and discharges of pollutants and generation of waste are to be minimized or eliminated at the source or by practices such as adding pollution control equipment; modifying production, maintenance, and facility processes; or by other means. The use of natural resources, including water, fossil fuels, minerals, and virgin forest products, is to be conserved by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling, or other means.</p> <p>供應商應當採取措施從源頭上降低或消除污染物的排放、釋放以及廢棄物的產生，例如增加汙染控制設備，改進生產、維護和設施流程，或採取其他措施。應當採取措施有節制地使用自然資源，包括水、化石燃料、礦產和原始森林木材，例如改進生產、維護和設備工藝，使用替代性材料，重復利用、保護資源、回收利用的策略或其他方法。</p>							
<p>5.3.3 Hazardous Substance 有害物質</p> <p>Chemicals, waste, and other materials posing a hazard to humans or the environment are to be identified, labeled, and managed to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal.</p> <p>供應商應當識別、標記和管理會對人類或環境造成危險的化學品、廢棄物及其他材料，確保其得到安全處理、移動、儲存、使用、回收或再利用和處置。</p>							
<p>5.3.4 Solid Waste 固體廢棄物</p> <p>Participants shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).</p> <p>供應商參與者應採用系統方法識別、管理、減少、負責任地處置或回收固體廢棄物（無害廢棄物）。</p>							
<p>5.3.5 Air Emissions 廢氣排放</p> <p>Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting substances, and combustion byproducts generated from operations are to be characterized, routinely monitored, controlled, and treated as required prior to discharge. Ozonedepleting substances are to be effectively managed in accordance with the Montreal Protocol and applicable regulations. Participants shall conduct routine monitoring of the performance of its air emission control systems.</p> <p>對於生產經營過程中產生的揮發性有機化學物質、噴霧、腐蝕性物質、懸浮粒子、消耗臭氧層物質及燃燒副產品，應在排放之前按要求進行分類、常規監測、控制和處理。消耗臭氧層物質應按照《蒙特利爾議定書》和適用的條例進行有效管理。供應商應對其空氣排放物控制系統的運行狀況進行常規監控。</p>							
<p>5.3.6 Materials Restrictions 材料限制</p> <p>Participants are to adhere to all applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.</p>							

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<p>供應商參與者應當遵守有關在產品中以及制造過程中禁用或限用某些特定物質（包括回收和處置標誌）的相關法律、法規和客戶要求。</p>							
<p>5.3.7 Water Management 水資源管理</p> <p>Participants shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; and controls channels of contamination. All wastewater is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal. Participants shall conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance.</p> <p>供應商應實施水資源管理計劃，以記錄、分類和監測水資源及其使用和排放情況；尋求保護水資源以及控制汙染渠道。所有廢水在排放或處置前，需按要求對其進行分類、監測、控制和處理。參與者應對其廢水處理和控制系統的運行狀況進行常規監控，以確保最佳性能和合規性。</p>							
<p>5.3.8 Energy Consumption and Greenhouse Gas Emissions 能源消耗和溫室氣體排放</p> <p>Participants are to establish a corporate-wide greenhouse gas reduction goal. Energy consumption and all relevant Scopes 1 and 2 greenhouse gas emissions are to be tracked, documented, and publicly reported against the greenhouse gas reduction goal. Participants are to look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.</p> <p>供應商應制定公司的溫室氣體減排目標。應對照溫室氣體減排目標，跟蹤、記錄和公開報告能源消耗和所有相關的 1 類和 2 類溫室氣體的排放情況。參與者應探索開發方法以提高能源效率，並最大程度地減少能源消耗與溫室氣體排放。</p>							
<p>5.4 Ethics 商業道德</p> <p>To meet social responsibilities and to achieve success in the marketplace, Supplier and their agents are to uphold the highest standards of ethics including:</p> <p>供應商應履行社會責任並嚴格遵守以下商業道德：</p>							
<p>5.4.1 Business Integrity 誠信經營</p> <p>The highest standards of integrity are to be upheld in all business interactions. Participants shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.</p> <p>在所有商業交往中都應秉承最高的誠信標準。參與者應採取零容忍政策，禁止任何及所有形式的賄賂、腐敗、敲詐勒索和貪污</p>							
<p>5.4.2 No Improper Advantage 無不正當利益</p> <p>Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given, or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring, record keeping, and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.</p> <p>供應商不得承諾、提供、授予、給予或接受賄賂以及為取得非法或不正當優勢而提供的其他形式的利益。</p>							

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該禁令包括直接或間接地通過第三方承諾、提供、授權、給予或接受任何有價值的東西，以獲得或保留業務、或直接向任何人提供業務或以其他方式獲得不正當利益。應實施監控、記錄保留與執行規程，確保符合反腐敗法律。

5.4.3 Disclosure of Information 信息披露

All business dealings should be transparently performed and accurately reflected on the Participant’ s business books and records. Information regarding participant’ s labor, health and safety, environmental practices, business activities, structure, financial situation, and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.

所有業務往來均應透明，並且準確地記錄在參與者的商業賬簿和記錄中。應根據相關法規和現行行業實踐披露有關參與者的勞工、健康與安全、環境實踐、業務活動、結構、財務狀況和績效等信息。不允許偽造記錄或虛報供應鏈中的各種實際運營情況。

5.4.4 Intellectual Property 知識產權

Intellectual property rights are to be respected, transfer of technology and know-how is to be done in a manner that protects intellectual property rights, and customer and supplier information is to be safeguarded.

供應商應尊重知識產權，技術或經驗知識的轉讓應以保護知識產權的方式進行，並且應保護客戶和供應商的信息安全。

5.4.5 Fair Business, Advertising and Competition 公平交易、廣告和競爭

Standards of fair business, advertising, and competition are to be upheld.

供應商應秉持公平業務、廣告發布和競爭的標準。

5.4.6 Protection of Identity and Non-Retaliation 身份保護和不打擊報復政策

Programs that ensure the confidentiality, anonymity, and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law. Participants should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

除非法律禁止，否則應制定並實施各項規程，確保向供應商和工人檢舉者² 提供保護，確保其舉報的保密性及匿名性。參與者應為其工人制定溝通程序，使工人能夠提出任何問題，而不擔心遭到打擊報復。

5.4.7 Responsible Sourcing of Minerals 負責任的礦物採購

Participants shall adopt a policy and exercise due diligence on the source and chain of custody of the tantalum, tin, tungsten, and gold in the products they manufacture to reasonably assure that they are sourced in a way consistent with the Organisation for Economic Co-operation and Development (OECD) Guidance for Responsible Supply Chains of Minerals from ConflictAffected and High-Risk Areas or an equivalent and recognized due diligence framework..

供應商應採取政策，對其生產的產品中的鉭、錫、鎢和金的來源和監管鏈進行盡職調查，以合理確保其來源符合經濟合作與發展組織 (OECD)《受沖突影響和高風險地區礦產供應鏈盡職調查指南》或同等和公認的盡職調查框架。

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5.4.8 Privacy 隱私保護

Participants are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers, and employees. Participants are to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

供應商參與者應承諾保護與其有業務往來的所有人士（包括供應商、客戶、消費者和雇員）的個人信息，以滿足上述相關人士的保護其合理隱私的期望。收集、存儲、處理、傳輸和分享個人信息時，參與者應遵守與隱私和信息安全有關的法律和法規的要求。

5.5 MANAGEMENT SYSTEM 管理體系

Supplier shall adopt or establish a management system whose scope is related to the content of this Code. The management system shall be designed to ensure:

- a) compliance with applicable laws, regulations and customer requirements related to the Supplier’ s operations and products;
- b) conformance with this Code;
- c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement.

The management system should contain the following elements:

供應商須建立與此守則內容相關的管理體系,該體系應：

- a) 滿足法律法規及客戶要求；
- b) 滿足此行為守則的要求；
- c) 識別並降低與此守則相關的經營風險,並持續改進。

該管理體系包含如下內容：

5.5.1 Company Commitment 公司承諾

Corporate social and environmental responsibility policy statements affirming Participant’ s commitment to compliance and continual improvement, endorsed by executive management, and posted in the facility in the local language.

公司社會和環境責任政策聲明確認參與者對合規和持續改進所作的承諾，且經執行管理層批准，以當地語言在工廠發布。

5.5.2 Management Accountability and Responsibility 管理職責及責任

The Participant clearly identifies senior executive and company representative(s) responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management systems on a regular basis.

供應商應明確指定負責確保實施管理體系和相關計劃的高級執行管理人員和公司代表。高級管理層應定期審查管理體系的狀態。

5.5.3 Legal and Customer Requirements 法律及客戶要求

A process to identify, monitor and understand applicable laws, regulations, and customer requirements, including the requirements of this Code.

用以識別、監控和了解適用法律、法規和客戶的要求（包括本準則的要求）的程序。

系統名稱 SYSTEM:	主題 SUBJECT:	文件編號 DOCUMENT NO.:					
品質系統 Quality Assurance System	富士康供應商社會及環境責任行為守則 Foxconn Supplier Social and Environment Responsibility Code of Conduct	SQ-3A0-052					
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5.5.4 Risk Assessment and Risk Management 風險評估及風險管理

A process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with Participant’ s operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

用以識別與參與者經營相關的法律合規性、環境、健康與安全及勞工實踐和道德風險的程序。確定各風險的相對重要程度，實施適當的程序和實質控制措施，以控制已識別風險並確保合規。

5.5.5 Improvement Objectives 改善目標

Written performance objectives, targets and implementation plans to improve the Participant’ s social, environmental, and health and safety performance, including a periodic assessment of Participant’ s performance in achieving those objectives.

應制定書面績效目標、指標和實施計劃，並定期評估參與者擬定的這些目標、計劃的執行進展情況，從而提高供應商的社會、環境以及健康和安全績效。

5.5.6 Training 培訓

Programs for training managers and workers to implement Participant’ s policies, procedures, and improvement objectives and to meet applicable legal and regulatory requirements.

培訓管理層和工人，以實施參與者的政策、規程和改進目標，並滿足適用的法律和法規的要求。

5.5.7 Communication 溝通

A process for communicating clear and accurate information about Participant’ s policies, practices, expectations, and performance to workers, suppliers, and customers.

用以向工人、供應商和客戶清晰準確地傳達有關參與者政策、實踐、期望和績效信息的程序。

5.5.8 Employee Feedback, Participation and Grievance 员工意见、参与及抱怨

Ongoing processes, including an effective grievance mechanism, to assess workers’ understanding of and obtain feedback on or violations against practices and conditions covered by this Code and to foster continuous improvement. Workers must be given a safe environment to provide grievance and feedback without fear of reprisal or retaliation.

持續的過程，包括有效的申訴機制，以評估工人對本規範所涵蓋的實踐和條件的理解，並獲得反饋或違反行為，並促進持續改進。必須為工人提供安全的環境，讓他們能在不擔心打擊或報復的情況下表達不滿和提供反饋意見。

5.5.9 Audits and Assessments 審核與評估

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code, and customer contractual requirements related to social and environmental responsibility.

定期的自我評估，確保符合與社會責任和環境責任有關的法律法規要求、本準則的內容的要求及客戶合同要求。

5.5.10 Corrective Action Process 矯正措施

A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations, and reviews.

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用以及時糾正內部或外部評估、檢查、調查及審查中發現的缺失的程序。							
5.5.11 Documentation and Records 文件及記錄							
Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.							
創建並維護文件和記錄，確保遵循法規並符合公司的要求及符合保護隱私的相關保密條款。							
5.5.12 Supplier Responsibility 供應商責任							
A process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.							
用以向供應商傳達本準則要求並監督其遵守本準則情況的程序。							