

商密 A

# 明阳智慧能源集团股份有限公司管理制度

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## 供应商可持续发展行为准则

## Supplier Sustainability

## Development Code of Conduct

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## 供应商可持续发展行为总则

# General Principles of Sustainable Development Behaviour for Suppliers

明阳智慧能源集团股份有限公司建立和实施供应商可持续发展行为准则，是深入贯彻习近平总书记关于发展新质生产力的实际行动，是推进坚定不移地走绿色、低碳、安全、负责任的可持续发展道路的必然选择，也是优化供应链产品质量的重要保障。

The establishment and implementation of the Code of Conduct for Sustainable Development of Suppliers by Mingyang Smart Energy Group Limited is a practical action to implement General Secretary Xi Jinping's proposal on the development of new quality productive forces, an inevitable choice to promote unswervingly taking the green, low-carbon, safe and responsible path of sustainable development, and to optimize the quality of products in the supply chain.

本行为准则是明阳智慧能源集团股份有限公司实施供应商可持续发展行为管理的纲领性、强制性文件，是供应商在生产经营活动中必须遵循的准则。

This Code of Conduct is a programmatic and mandatory document for Mingyang Smart Energy Group Limited to implement Sustainable Development of supplier behaviour management, and it is a guideline that suppliers at all levels must follow in their production and operation activities.

明阳智慧能源集团股份有限公司的供应商应依据本管理要求，进一步完善和改进公司治理，不断追求卓越的可持续发展绩效。



MINGYANG

明阳智慧能源集团股份有限公司

MINGYANG SMART ENERGY GROUP LIMITED

Suppliers of Mingyang Smart Energy Group Limited shall further perfect and improve the company's governance based on the requirements of this management, and continuously pursue excellent sustainable development performance.



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## 供应商可持续发展行为准则

# Supplier Sustainability Development Code of Conduct

### 第一章 总则

#### 第一条 目的 Purpose

明阳智慧能源集团股份有限公司及其子公司（以下简称“明阳智能”）一向致力于秉持最高的商业道德和诚信经营理念，并反映在明阳智能供应商可持续发展行为准则中。本行为准则期望所有明阳智能供应商共同遵守一致的优良工作标准和商业道德，满足本行为准则提出的各项要求，并且相关方以负责任、合乎道德、尊重人权和环境的方式开展业务。违反本准则，可能导致明阳智能停止与供应商的合作关系，必要时采取法律行动。

Mingyang Smart Energy Group Limited and its affiliate companies (hereinafter referred to as “Mingyang Smart Energy”) are committed to the highest standards of business ethics and integrity as reflected in the sustainable development behaviour Code of Conduct for Suppliers of Mingyang Smart Energy. This Code of Conduct expects all Mingyang Smart Energy suppliers to adhere to consistent standards of work excellence and business ethics, to meet the requirements set out in this Code of Conduct, and for all parties involved to conduct their business in a responsible and ethical manner that respects human rights and the environment. Violation of this Code may result in Mingyang Smart Energy stopping the co-operative relationship with the supplier and taking legal action if necessary.

#### 第二条 适用范围 Scope

本准则适用于向明阳智能提供产品/服务，或该产品/服务用于明阳智

能产品的供应商及其子公司、附属机构，分包商和第三方中间人（“供应商”）。供应商必须将本准则应用于整个供应链。

The Code of Conduct is applicable to all suppliers and their subsidiaries, affiliates, subcontractors, and third-party intermediaries (“suppliers”) which provide products/services to Mingyang Smart Energy, or whose products/services are used for the products of Mingyang Smart Energy. Suppliers must regard the Code as a total chain initiative.

### 第三条 术语和定义 **Terms and definitions**

本准则提及的明阳智能员工包括所有与明阳智能有书面合同的，或有实质劳务关系的临时工、实习生、学徒、合同工、直接雇员和任何其他类型的员工。

Employees of Mingyang Smart Energy mentioned in the Code include all temporary, interns, apprentices, contract, direct employees and any other types of employees who have signed written contracts or have substantive labor relation with Mingyang Smart Energy.

遵循本准则的基础是供应商的所有生产经营活动必须完全遵守其经营所在国家/地区的法律、规则和法规。本准则鼓励供应商除了遵守法律，更要积极了解国际公认的标准，从而承担更多的社会和环境责任并遵守商业道德。本准则中的部分条款主要来源于国际人权标准，包括《责任商业联盟行为准则》、《联合国商业与人权指导原则》、《关于工作中的基本原则和权利宣言》和《世界人权宣言》。

Fundamental to adapting the Code is the understanding that a business of a supplier, in all of its activities, must operate in full compliance with the laws, rules and regulations of the countries in which it operates. The Code encourages suppliers to go beyond legal compliance, drawing upon internationally recognized standards, so as to advance social and environmental responsibilities and business ethics. Some of the provisions in these Code are largely derived

from international human rights standards, including the Code of Conduct of the Responsible Business Alliance, the United Nations Guiding Principles on Business and Human Rights, the Declaration on Fundamental Principles and Rights at Work and the Universal Declaration of Human Rights.

明阳智能鼓励供应商定期向我们通报针对本行为准则制定的行动或改善方案，并能持续改进。

Mingyang Smart Energy encourages suppliers to regularly inform us of actions or improvement programmers that have been developed in response to this Code of Conduct and that can lead to continuous improvement.

本准则主要由 5 个部分组成。2.1、2.2、2.3 分别概述了劳工标准、健康与安全标准、环境和气候变化的标准，2.4 部分着重说明与商业道德相关标准，2.5 概述了监管本准则遵守情况的合宜管理体系所需具备的要素。

The Code is made up of main five sections. Sections 2.1, 2.2 and 2.3 outline standards for Labor, Health and Safety, and Environment and Climate Change, respectively. Section 2.4 standards relating to business ethics. Section 2.5 elements of an acceptable system to manage conformity to this Code.

## **第二章 具体内容**

### **第一节 劳工 Labor**

供应商承诺按照国际社会公认准则维护员工人权，建立多元化、平等和包容的工作环境并给予所有员工尊严和尊重。此规定适用于供应商的所有员工，包括临时工、外籍员工、学徒、合同工、直接雇员和任何其他类型的员工。

Suppliers are committed to upholding the human rights of their employees in accordance with internationally recognised norms, creating a diverse, equal and inclusive work environment and treating all employees with dignity and

respect. This applies to all employees of suppliers, including temporary, foreign employee, apprentices, contract, direct employees and any other types of employees.

劳工标准为：

The labor standards are:

### **第一条 禁止强迫劳动 Prohibition of forced labor**

不允许任何形式的强迫劳动，包括但不限于债役（包括债务质役）或契约劳动、非自愿或剥削性监狱劳动、奴役或贩卖人口。除了禁止对进出办公场所进行不合理限制以外，还不得对员工在工作场所中的行动自由设置不合理限制。此外，对提供宿舍条件的工人应保障其出入住所的自由，即工人可以自由地离开和进入住所。作为招聘流程的一部分，在员工离开其所在国家/地区之前，必须为其提供以其母语书写的书面雇佣协议，其中应包含对雇佣条款与条件的说明。供应商及代理不得保留或以其他方式损毁、隐匿、没收或拒绝员工查看本人的身份或移民文件，例如政府颁发的身份证明、护照或工作许可，除非依据法律要求必须保留工作许可。招聘期间不得向员工收取招聘费用或其他相关费用。

Forced labor in any form, including but not limited to, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. There shall be no unreasonable restrictions on employees' freedom of movement in the working area in addition to unreasonable restrictions on entering or exiting the facility. Freedom of movement to and from the worker accommodation should also be guaranteed, i.e. workers are free to leave and enter the residence as they wish. As part of the hiring process, employees must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment prior to the employee departing from his or her country of origin. Suppliers and agents may not hold or otherwise destroy,

conceal, confiscate or deny access by employees to their identity or immigration documents, such as government issued identification, passports or work permits, unless such holdings are required by law. No fees should be charged to employees during recruitment as recruitment fees or other related fees.

## 第二条 未成年员工 **Minor employees**

在生产任何阶段均不得使用童工。“儿童”一词是指任何未满 16 岁，或低于完成义务教育的年龄，或低于该国家/地区的最小就业年龄（以这三者中最大者为准）的任何人。不满 18 岁的员工（未成年员工）不得从事可能危及其健康或安全的工作，包括夜班和加班。参与者应妥善维护学生工记录、对提供学生工的教育合作伙伴进行严格的尽职调查，并根据法律法规保护学生工权利，以确保对其进行妥善管理。参与者应实施适当的机制，以核实员工的年龄。遵守所有法律和法规的、使用合法工作场所学习的计划应予以支持。参与者应向所有学生工提供适当的支持和培训。如当地法律未作规定，学生工、实习工和学徒工的工资应至少达到从事同等或类似工作的初级员工的工资水平。如发现童工，应提供协助/补救措施。

Child labor shall not be used in any stage of manufacturing. The term “child” refers to any person under the age of 16, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Workers under the age of 18 (Minor Employees) 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 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. 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 shall be provided.

### **第三条 工作时间 Working hours**

不应要求雇员工作超逾法律容许的时数，加班工作应获得相应的加班费或调休。雇员应享有法定休假的权利（包括产假和陪产假）。所有加班均应出于自愿，并将单个工人的工作范围、频率和时间 and 整体劳动能力统筹考虑，并不得用来代替正常雇用。

Employees should not be required to work more than the legally permissible number of hours, and overtime work should be compensated with appropriate overtime pay or time off. Employees shall be entitled to statutory leave (including maternity and paternity leave). All overtime shall be voluntary, taking into account the scope, frequency and duration of the individual worker's work and overall labor capacity, and shall not be used as a substitute for regular employment.

### **第四条 薪资福利 Wages and benefits**

向员工支付的报酬应符合所有适用的工资法律，包括有关最低薪资、加班时间及法定福利的各种法律。禁止以扣减工资作为纪律处分手段。在每个工资结算周期，应及时向员工提供清晰易懂的工资单，有足够的信息来确认付出的劳动所应得的准确报酬。使用临时工、派遣工和外包工应符合当地法律限制。

Compensation paid to employees shall comply with all applicable wage laws, including those relating to minimum wage, overtime hours and legally mandated benefits. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, employees 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 shall be within the limits of the local law.

#### **第五条 人道待遇 Humane treatment**

不得对员工实施性骚扰、性虐待、体罚、精神或肉体胁迫或言语侮辱等严苛的非人道待遇；亦不得威胁实施此类行为。支持这些要求的纪律处分政策和程序应清楚地界定并传达给员工。应为员工的宗教活动和身心障碍情况提供合理便利。

There is to be no harsh and inhuman treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of employees; 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 employees. Workers shall be provided with reasonable accommodation for religious practices and disability.

#### **第六条 非歧视 Non-discrimination**

供应商应承诺员工免受骚扰以及非法歧视。供应商不得因人种、肤色、年龄、性别、性取向、性别认同和性别表现、种族或民族、残疾、怀孕、宗教信仰、政治派别、社团成员身份、受保护的退伍军人身份、受保护的基因信息或婚姻状况在发放工资、升迁、奖励、培训机会等聘用或雇佣行为中歧视员工。应向员工提供合理的宗教活动安排。此外，不得要求员工或准员工接受可能带有歧视性目的的医疗测试或体检。

Suppliers should be committed to a workplace free of harassment and unlawful discrimination. Suppliers shall not engage in discrimination 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. In addition, employees or potential employees

should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

#### **第七条 合法自由结社 Legal freedom of association**

按照当地法律的要求，供应商应尊重所有员工自由结社及加入工会、集体谈判和参与和平集会的权利，并尊重员工不参加此类活动的权利。员工和/或其代表应能与供应商管理层公开沟通和分享有关工作环境和管理工作实践的建议与意见，而无需担心遭到歧视、报复、威胁或骚扰。

In compliance with local law, suppliers shall respect the right of all employees to form and join trade unions of their choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of employees to refrain from such activities. Employees and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and environment and management practices without fear of discrimination, reprisal, intimidation or harassment.

#### **第八条 合理申诉 Grievance mechanism**

公司会设立合理申诉机制政策程序，为员工提供提出申诉的保密方式以及会维护员工或工会的申诉记录并记录处理结果。

The company will establish a reasonable grievance mechanism policy and procedures, provide employees with a confidential means of filing grievances, and maintain a record of grievances filed by employees or trade unions and document the outcomes.

## **第二节 健康与安全 Health and safety**

供应商应了解，除了有助于减少与工作相关的伤害与疾病外，健康安全的工作环境还可以提高产品和服务质量，有利于促进生产、提高员工留任率并提升员工士气。参与者还应了解持续的员工投入和教育对于发现和解决工作场所中的健康与安全问题至关重要。

Suppliers recognize that in addition to minimizing the incidence of work-related injuries and illnesses, a safe and healthy working environment enhances the quality of products and services, consistency of production and worker retention and morale. Suppliers also recognize that ongoing worker input and education are essential to identifying and solving health and safety issues in the workplace.

健康与安全标准为：

The health and safety standards are:

### 第九条 职业健康与安全 **Occupational health and safety**

供应商应通过正确的设计、工程和管理控制、预防性维护和安全工作流程以及持续的安全培训来控制员工可能遇到的潜在安全危险（如电器和其他能源、火、车辆及坠落危险）。如果无法通过上述方式有效控制危险，应为员工提供适当的、保养良好的个人防护装备和有关上述危险可能导致风险的教育资料。供应商应鼓励员工提出安全疑虑。同时，供应商的运营/活动也应保障周边社区安全。

Employee potential for exposure to safety hazards (such as electrical and other energy sources, fire, vehicles and fall hazards) are to be controlled by suppliers through proper design, engineering and administrative controls, preventive maintenance and safe work procedures and ongoing safety training. Where hazards cannot be adequately controlled by these means, employees are to be provided with appropriate and well-maintained personal protective equipment and educational materials about risks to them associated with these hazards. Suppliers should encourage employees to raise safety concerns. Community safety due to operations/activities of suppliers should also be concerned.

供应商派遣的工作人员必须具备独立承担作业的能力，熟悉作业工艺流程，熟悉作业风险及安全要求，具备作业安全风险辨识和规避能力。

Employees dispatched by suppliers must have the ability to independently undertake the operation, be familiar with the operation process, operation risks and safety requirements, and could identify and avoid the operation safety risks.

#### **第十条 女性劳动保护 Labor protection for female**

用人单位应当加强女职工劳动保护，采取措施改善女职工劳动安全卫生条件，对女职工进行劳动安全卫生知识培训。用人单位应当遵守女职工禁忌从事的劳动范围的规定。用人单位应当将本单位属于女职工禁忌从事的劳动范围的岗位书面告知女职工。用人单位不得因女职工怀孕、生育、哺乳降低其工资、予以辞退、与其解除劳动或者聘用合同。女职工在孕期不能适应原劳动的，用人单位应当根据医疗机构的证明，予以减轻劳动量或者安排其他能够适应的劳动。对怀孕7个月以上的女职工，用人单位不得延长劳动时间或者安排夜班劳动，并应当在劳动时间内安排一定的休息时间。怀孕女职工在劳动时间内进行产前检查，所需时间计入劳动时间。用人单位应保障给与女职工的产假因至少不低于国家法定要求，女员工的产假期间的工资支付不得低于法定要求，女职工生育或者流产的医疗费用均不得低于法定要求。

Employers shall strengthen the labor protection of female employees, take measures to improve the labor safety and health conditions of female employees, and conduct labor safety and health knowledge training for female employees. Employers shall abide by the provisions on the scope of labor that female employees are prohibited from engaging in. Employers shall notify female employees in writing of the positions that are within the scope of work that female employees are prohibited from engaging in. Employers shall not reduce the wages of female employees, dismiss them, or terminate their labor or employment contracts because of their pregnancy, childbirth, or breastfeeding. If a female employee cannot adapt to the original labor during pregnancy, the employer shall reduce the amount of labor or arrange other labor that can be

adapted according to the certificate of the medical institution. For female employees who are more than 7 months pregnant, the employer shall not extend the working hours or arrange night shift work and shall arrange certain rest periods during the working hours. Pregnant female employees shall conduct prenatal examinations during working hours, and the required time shall be included in working hours. Employers shall ensure that the maternity leave granted to female employees is at least not lower than the legal requirements of the state, that the wages paid to female employees during maternity leave shall not be lower than the legal requirements, and the medical expenses for female employees to give birth or miscarriage shall not be lower than the legal requirements.

女职工不得从事以下劳动并应根据国家法律规定随时调整：矿山井下作业；体力劳动强度分级标准中规定的第四级体力劳动强度的作业；每小时负重 6 次以上、每次负重超过 20 公斤的作业，或者间断负重、每次负重超过 25 公斤的作业。

Female employees are not allowed to engage in the following work and should be adjusted at any time according to national laws: underground operations in mines; operations with the fourth level of physical labor intensity specified in the grading standards for physical labor intensity; Operations in which the weight is carried more than six times per hour, with each load exceeding 20 kilograms, or intermittent loads, with each load exceeding 25 kilograms.

女职工在孕期不得从事以下劳动并应根据国家法律规定随时调整：作业场所空气中铅及其化合物、汞及其化合物、苯、镉、铍、砷、氰化物、氮氧化物、一氧化碳、二硫化碳、氯、己内酰胺、氯丁二烯、氯乙烯、环氧乙烷、苯胺、甲醛等有毒物质浓度超过国家职业卫生标准的作业；从事抗癌药物、己烯雌酚生产，接触麻醉剂气体等的作业；非密封源放射性物

质的操作，核事故与放射事故的应急处置；在密闭空间、高压室作业或者潜水作业，伴有强烈振动的作业，或者需要频繁弯腰、攀高、下蹲的作业。

Female employees are not allowed to engage in the following work during pregnancy and should be adjusted at any time according to national laws: lead and its compounds, mercury and its compounds, benzene, cadmium, beryllium, arsenic, cyanide, nitrogen oxides, carbon monoxide, carbon disulfide, Operations where the concentration of toxic substances such as chlorine, caprolactam, chloroprene, vinyl chloride, ethylene oxide, aniline, formaldehyde and other toxic substances exceeds the national occupational health standards; operations in the production of anticancer drugs, diethylstilbestrol, exposure to anesthetic gases, etc.; unsealed sources Operation of radioactive substances, emergency response to nuclear accidents and radiation accidents; work in confined spaces, high-pressure rooms or diving, work with strong vibration, or work that requires frequent bending, climbing, and squatting.

女职工在哺乳期不得从事以下劳动并应根据国家法律规定随时调整：作业场所空气中锰、氟、溴、甲醇、有机磷化合物、有机氯化物等有毒物质浓度超过国家职业卫生标准的作业。

Female employees are not allowed to engage in the following work during the breastfeeding period and should be adjusted at any time in accordance with national laws: Operations where the concentration of manganese, fluorine, bromine, methanol, organophosphorus compounds, organochlorine compounds and other toxic substances in the air at the workplace exceeds the national occupational health standards.

### 第十一条 应急准备 **Emergency preparedness**

应识别并评估紧急情形和紧急事件，并通过实施应急方案及应对程序将其影响降到最低，包括：紧急报告、员工通知和撤离程序、员工训练与演习、适当的火灾侦测及扑灭设备、充足的出口设施和复原计划。此类计

划和程序应尽可能减少对人身、环境和财产的危害。

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, employee training and drills, appropriate fire detection and extinguishing equipment, adequate exit facilities and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment, and property.

一旦发生任何关于健康、安全或环境事故/事件，供应商应立即上报到明阳智能，并积极配合，对事故/事件进行调查、处理。

In the event of any accident/incident concerning health, safety or environment, the supplier shall immediately report to Mingyang Smart Energy and actively co-operate in order to investigate and deal with the accident/incident.

### **第十二条 工伤和疾病 Occupational injury and illness**

应制定程序和体系以预防、管理、跟踪和报告工伤和疾病，包括以下规定：鼓励员工报告、对工伤和疾病案例进行分类和记录、提供必要的医疗服务、调查案例并采取纠正措施以消除影响以及帮助员工重返工作。为雇员定期提供免费体检，体检必须由有执照和授权的医疗机构进行，并根据所从事工作的性质进行证明，以确保工人适合工作，而不被用作减少工作量、报酬和工人权利的控制机制。按照法律法规的要求为员工缴纳工伤保险。

Procedures and systems are to be in place to prevent, manage, track and report work injury and illness, including provisions to: encourage employee reporting; classify and record work injury and illness cases, provide necessary medical treatment, investigate cases and take corrective measures to eliminate the impact, facilitate return of employees to work. Provide employees with free medical examinations on a regular basis, the medical examinations need to be

performed by licensed and authorized medical practice and justified by the nature of work performed to ensure that workers are fit to work and not used as a control mechanism for reduced work, payment and or worker rights. Provide work-related injury insurance for employees in accordance with the requirements of relevant laws and regulations.

### **第十三条 工业卫生 Industrial hygiene**

应根据控制措施等级，识别、评估并控制化学、生物及物理等因素给员工带来的危险。必须采取工程技术或管理手段来控制危险源过度暴露。无法通过这些方法有效控制危险源时，须通过适当的个人防护装备方案保护员工健康。职业健康保护计划应持续开展，并应包含与员工在工作场所面临的危险有关的风险教育材料。

Worker exposure to chemical, biological, and physical agents shall be identified, evaluated, and controlled according to the Hierarchy of Controls. Engineering technical or management measures must be taken to control excessive exposure to hazards, and when the hazards cannot be effectively controlled by these methods, appropriate personal protective equipment shall be provided for employees to protect their health. Protective occupational health programs shall be ongoing and include educational materials about the risks associated with exposure to workplace hazards.

### **第十四条 强体力型工作 Physically demanding work**

应当识别、评估和控制员工从事强体力型工作给员工带来的影响，包括人工搬运/装卸材料和重复搬举重物、长时间站立以及高度重复或强力的装配工作。

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 shall be identified, evaluated, and controlled.

**第十五条 机器防护 Machine safeguarding**

应评估生产机械和其他机械是否存在安全隐患。对于可能对员工造成伤害的机械，应装配物理防护装置、联锁装置和屏障，并正确地进行维护。

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, and barriers shall be provided and properly maintained where machinery presents an injury hazard to workers.

**第十六条 公共卫生、饮食和住宿 Sanitation, catering and accommodation**

公司为员工提供食宿并制定和实施有关住宿和服务提供的质量和管理的政策。住宿服务保持洁净安全，并提供适当的紧急出口、干净卫生间，洗浴热水、充足的供暖和通风，以及合理的出入方便的私人空间。公平提供给所有员工不得有性别歧视同时配备保安以防止性骚扰和其他形式的基于性别的暴力和骚扰(GBVH)。工人进出雇主提供的住所的自由不得受到不合理的限制。

Company should provide accommodation for employees if necessary, meanwhile put in place and implement policies governing the quality and management of the accommodation and provision of services. Accommodation services are necessary to keep clean and safe and provide appropriate emergency exits, clean toilets, hot water for bathing, adequate heating and ventilation, and reasonable access to private spaces. In addition, it must be provided equitably to all employees without discrimination based on sex and with security to prevent sexual harassment and other forms of gender-based violence and harassment (GBVH). Worker's freedom of movement to and from the employer-provided accommodation shall not be unreasonably restricted.

**第十七条 健康与安全沟通 Health and safety communication**

供应商应向员工提供以员工主要语言授课的适当的工作场所健康与安全培训。需要持证上岗的工作岗位，应按照法律法规要求组织员工参加

相应特种作业培训，并取得相应证书持证操作，应在工作场所清晰张贴健康与安全相关信息，应鼓励员工提出任何健康与安全问题，而无需担心遭到报复。

Suppliers shall provide employees with appropriate workplace health and safety training in their primary language. For jobs requiring a certificate to work, suppliers shall organize employees to participate in corresponding special operation training in accordance with the requirements of laws and regulations, and obtain corresponding operation certificates. Health and safety related information shall be posted in locations identifiable and accessible by employees in the workplace. Workers shall be encouraged to raise any health and safety concerns without retaliation.

#### **第十八条 明阳智能不可违背 EHS 条例 EHS prohibitions of Mingyang Smart Energy**

供应商在为明阳智能提供服务时禁止以下红线行为，一旦违反将导致直接停止工作。

Suppliers are prohibited from the following red line behaviors when providing services to Mingyang Smart Energy, and any violation will result in the direct cessation of work.

1) 瞒报、谎报或故意迟报医疗及以上事故。

Conceal, lie, or deliberately delay reporting medical and above accidents.

2) 未经授权改动或拆除安全防护装置。

Unauthorized alteration or removal of safety guards.

3) 强令他人违章冒险作业。

Force others to perform duty with safety violation or risks.

4) 明知存在重大事故隐患而不排除，仍冒险作业。

Taking risk to carry on operation without correction on known major dangers.

5) 未经书面许可实施高风险作业。

Perform high risk duties without written permit.

6) 无证从事特种作业；无证操作特种设备；无证驾驶机动车辆。

Perform special duty, operate special equipment, drive motor vehicle without proper license.

### **第三节 环境与气候变化 Environment & climate change**

供应商应认识到环境责任是生产世界一流产品的重要部分。在生产制造作业中，应尽可能减少对社区、环境和自然资源的不利影响，同时保障公众的健康和安全。

Suppliers acknowledges that environmental responsibility is integral to producing world-class products. In manufacturing operations, adverse impacts on the community, environment and natural resources are to be minimized while protecting the health and safety of the public.

环境标准如下：

The environmental standards are:

#### **第十九条 环境许可与报告 Environmental permits and reporting**

应取得、维护并更新所有必需的环境许可证（如排放监控）、批准文书和登记证，并遵守其操作和报告要求。

All required environmental permits (e.g. discharge monitoring), approvals, and registrations shall be obtained, maintained, and kept current and their operational and reporting requirements shall be followed.

#### **第二十条 预防污染和节约资源 Pollution prevention and resource conservation**

应从源头或通过增加污染控制设备，改进生产、维护和设施流程等做法或通过其他方式，最大限度地减少或消除污染物的排放、释放以及废弃物的产生。通过改进生产、维护和设施流程、使用替代性材料、重复使用、

保护资源、回收利用等做法或以其他方式使用自然资源，包括水、化石燃料、矿产和原始森林木材。

Emissions and discharges of pollutants and generation of waste shall 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, shall be conserved by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling, or other means.

### **第二十一条 有害物质 Hazardous substances**

应当识别、标记和管理对人类或环境构成危害的化学品、废弃物及其他材料，确保其得到安全处理、移动、储存、使用、回收或再利用和处置。应跟踪和记录有害废弃物数据。

Chemicals, waste, and other materials posing a hazard to humans or the environment shall be identified, labeled, and managed to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal. Hazardous waste data shall be tracked and documented.

### **第二十二条 废水与固体废物 Wastewater and solid waste**

供应商应采取系统化的方法来鉴别、管理、减少和负责任地处置或回收固体废物（非有害物质）。作业活动、工业流程和卫生设施产生的废水在排放或处置前，需按要求进行废水性质的识别、监测、控制和处理。此外，还应采取措施减少废水产生。供应商应对其废水处理系统性能进行常规监测至少符合国家要求。

Suppliers shall adopt systematic approaches to identify, manage, reduce and responsibly dispose of or recycle solid wastes (non-hazardous materials). Prior to discharge or disposal, the wastewater produced by operation activities, industrial processes and sanitation facilities shall be identified, monitored,

controlled and treated as required. In addition, measures should be taken to reduce wastewater production. The supplier shall routinely monitor the performance of its wastewater treatment system to at least meet national requirements.

### **第二十三条 废气排放 Exhaust emissions**

经营过程中产生的挥发性有机化学物质、喷雾、腐蚀性物质、悬浮粒子、破坏臭氧层的物质及燃烧副产品，在排放之前应按要求进行分类、常规监测、控制和处理。供应商应对其废气排放控制系统性能进行常规监测。

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting substances, and combustion byproducts generated from operations shall be characterized, routinely monitored, controlled, and treated as required prior to discharge. Suppliers shall conduct routine monitoring of the performance of their exhaust emission control systems.

### **第二十四条 限用物质 Material restrictions**

供应商应遵守所有关于禁止或限制在产品和制造过程中使用特定物质（包括有关回收和处置的标识）的适用法律法规和客户要求。

Suppliers shall 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.

### **第二十五条 水源管理 Water management**

供应商应实施水源管理计划，记录、分类和监测水源及其使用和排放情况；寻求节约用水的机会；并控制污染渠道。参与者应对其废水处理和控制系统的运行状况进行常规监控，以确保最佳性能及监管合规。

Suppliers shall implement a water management program that records, classifies and monitors water sources and their use and discharge; seeks opportunities to conserve water; and controls pollution channels. Participants shall routinely monitor the operational status of their wastewater treatment and

control systems to ensure optimal performance and regulatory compliance.

## **第二十六 能源消耗和温室气体排放 Energy consumption and greenhouse gas emissions**

供应商应在工作场所级或企业级对能源消耗和温室气体排放进行跟踪和记录。供应商应寻求具有成本效益的方式以提高能源效率并尽可能减少能源消耗和温室气体排放。

Suppliers shall track and record energy consumption and greenhouse gas emissions at the workplace level and enterprise level. Suppliers shall seek cost-effective means to improve energy efficiency, minimize energy consumption and greenhouse gas emissions.

## **第二十七条 碳减排 Reduce carbon emissions**

供应商应制定有效的碳减排规划，开展产品碳足迹认证，不断提高清洁能源的使用比例，保证所供产品及其配件使用的材料不对工作场所、周围环境造成破坏和污染，推动碳减排方案的落地执行，积极减缓气候变化。

Suppliers should formulate effective carbon emission reduction plans, carry out product carbon footprint certification, continuously increase the proportion of clean energy use, ensure that the materials used in the supplied products and their accessories do not cause damage and pollution to the workplace and the surrounding environment, promote the implementation of carbon emission reduction, and actively mitigate climate change.

## **第二十八条 生物多样性 Biodiversity**

供应商应遵守项目所属国家（地区）的环境及生物多样性保护的相关法律法规，对潜在的或实际的负面影响及时采取有效的避免、减缓和恢复措施，不断持续提升内部管理水平，并逐步探索与更多相关方共同开展生物多样性保护行动的方式、方法和模式。

Supplier shall comply with the relevant laws and regulations on environment and biodiversity conservation of the country (region) to which the

project belongs, and take timely and effective avoidance, mitigation and restoration measures for potential or actual negative impacts. Continuously improve the internal management level, and gradually explore ways, methods and modes to carry out biodiversity conservation actions with more relevant parties.

## 第四节 商业道德 Business ethics

### 第二十九条 商业贿赂 Business bribery

供应商应采取零容忍政策，禁止在其服务范围内出现对政府和企事业单位以任何形式的贿赂、腐败、敲诈勒索和挪用公款行为。应推行监督和强化程序以确保符合反腐败法的要求。供应商保证在其计划为明阳智能服务或已经向明阳智能服务的任何时间内，不得给予或承诺给予明阳智能员工或其直系亲属任何形式的礼物和利益。礼物和利益的定义如下（包括但不限于）：

Suppliers should adopt a zero-tolerance policy that prohibits any form of bribery, corruption, extortion and misappropriation of public funds within the scope of their services to the government and to enterprises and public institutions. Supervision and strengthening procedures shall be implemented to ensure compliance with anti-corruption laws. The Supplier warrants that it shall not give or promise to give any gift or benefit of any kind to Mingyang Smart Energy's employees or their immediate family members during any period of time when the Supplier is planning to provide services to Mingyang Smart Energy or has already provided services to Mingyang Smart Energy. Gifts and benefits mentioned hereof are defined as follows (including but not limited to):

1) 礼品、礼金（含现金、购物卡/券、存折、支票、有价证券等）。

Gifts, cash gifts (including cash, shopping cards/vouchers, passbooks, checks, securities, etc.).

2) 宴请及接待、提供方便。

Banquets and reception, providing convenience.

3) 借用(动产及不动产)、偿还或担保负债及借贷资金。

Borrowing of (movable property and real estate), repaying or securing liabilities and borrowing funds.

4) 对未来的保障 (离职后聘用及提供就业、为亲属提供就业等)。

Protection for the future (hiring and providing employment after resignation, providing employment for relatives, etc.).

5) 与利害关系方合资合营等获取利益的行为。

Acts of obtaining benefits such as joint ventures with interested parties, etc.

供应商亦保证不通过利用代理商或第三方中间人实施贿赂或变相贿赂明阳智能员工。

Suppliers also guarantee not to bribe or bribe employees of Mingyang Smart Energy in disguised form through agents or third-party intermediaries to.

### **第三十条 利益冲突 Conflict of interest**

杜绝关联交易，供应商应按明阳智能要求主动申报与明阳智能是否存在关联关系。以下情况下，供应商被视为关联供应商：

Related party transactions are to be eliminated. Suppliers shall proactively declare whether there is any relationship with Mingyang Smart Energy in accordance with Mingyang Smart Energy's requirements. In the following cases, a supplier is considered a related party supplier:

1) 明阳智能现职员工是供应商的直接投资者；

The current employee of Mingyang Smart Energy is a direct investor of the supplier;

2) 明阳智能现职员工，在供应商兼任职务；

The current employee of Mingyang Smart Energy holds concurrent position in the supplier;

3) 明阳智能现职员工的主要亲属，是供应商的直接投资者；

The main relatives of the current employee of Mingyang Smart Energy is the direct investor of the supplier;

4) 明阳智能现职员工的主要亲属，在供应商工作或者任职；

The principal relative of the current employee of Mingyang Smart Energy, who works or holds position at the supplier;

5) 前明阳智能员工，从明阳智能离职后成为供应商的直接投资者以及到供应商工作或者任职。

A former Mingyang Smart Energy employee has become a direct investor of the supplier after resigning from Mingyang Smart Energy, and works for the supplier.

主要亲属：指

Principal relatives: refer to

配偶和子女；

Husband, wife and children;

夫妻双方的父母、兄弟姐妹；

Parents, brothers and sisters of husband and wife;

以上人员的配偶。

Spouses of the above persons.

### **第三十一条 检举规定 Provisions on Reporting**

供应商应根据相关法规和行业实践披露有关劳工、健康与安全、环境实践、业务活动、财务状况和绩效等信息。不允许伪造记录或虚假陈述供应链中的情况或做法。

Suppliers should disclose information about labor, health and safety, environmental practices, business activities, financial condition and performance in accordance with relevant regulations and industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain is not

permitted.

当明阳智能员工主动直接或间接暗示要求提供上述第 1、第 2 条所禁止的各项好处时，或因拒绝提供上述第 1、第 2 条所禁止的各项好处而受到明阳智能员工对其供货进行各种形式的故意刁难时，供应商在证据确凿的情况下主动向明阳智能内部独立监察部门报告，并积极配合明阳智能有关人员进行调查，提供相关证据。明阳智能将对举报人姓名保密并给予举报人奖励。如果证据确凿，情况属实，明阳智能将对其相关人员或主管按明阳智能有关奖惩办法进行严肃处理。

检举电话：0760-28138838；检举邮箱：audit@mywind.com.cn；

检举地址：中山市火炬开发区火炬路 22 号。

When the employees of Mingyang Smart Energy directly or indirectly imply to ask for the benefits prohibited in above 1) and 2) herein, or when obstacles in various forms are placed deliberately for suppliers' goods because suppliers refuse to provide the benefits prohibited in above 1) and 2) hereof, suppliers shall take the initiative to report to the internal independent supervision department of Mingyang Smart Energy, and actively cooperate with the relevant personnel of Mingyang Smart Energy to conduct investigations and provide relevant evidence. Mingyang Smart Energy will keep the reporting person's name confidential and reward the reporting person. If the evidence is clear and the case is true, Mingyang Smart Energy will seriously punish its relevant personnel or leaders in accordance with Mingyang Smart's relevant reward and punishment rules.

Reporting telephone: 0760-28138838;

Reporting mailbox: audit@mywind.com.cn;

Reporting address: No.22 Torch Road, Torch Development Zone, Zhongshan City.

**第三十二条 诚信经营 Business integrity**

商业互动中应秉持最高的诚信标准。所有业务交易均应确保透明并应在供应商业务账目和记录中准确反映。供应商不得将明知不符合物料技术规范书的物料提供给明阳智能且不事先告知。不得向明阳智能推广不符合行业发展趋势或不符合业务发展目标的物料且不事先告知。向明阳智能提供的文件、资料、数据、陈述和口头陈述等应保证真实、准确。应严格遵守向明阳智能提供的承诺、双方签署的合同、协议和备忘录，按时、保质、保量提供货物；合理报价，不商业欺诈；不以次充好、不偷工减料。

The highest standards of integrity are to be followed in business interactions. All business transactions shall be transparent and accurately reflected in suppliers' business accounts and records. Suppliers shall not provide materials that they know do not meet the material technical specifications to Mingyang Smart Energy without prior notice. They are not allowed to promote materials that do not meet industry development trends or do not meet business development objectives to Mingyang Smart Energy without prior notice. Documentation, materials, data, statements and oral statements provided to Mingyang Smart Energy shall be true and accurate. Suppliers shall strictly abide by the commitments provided to Mingyang Smart Energy, the contracts, agreements and memorandums signed by both parties, provide goods with required quality and quantity on time. Suppliers shall provide reasonable quotation, have no commercial fraud, no shoddy or cuts.

供应商未经明阳智能允许，不得将其承包的工程转包给其下游供应商，或直接转包/分包明阳智能订单。如供应商私自进行以上行为或存在以上行为而隐瞒不报，明阳智能将立即采取行动，包括但不限于限期整改、重新招标、终止合作、取消供应商资格、挽回损失和赔偿等。

Without the permission of Mingyang Smart Energy, suppliers shall not subcontract their contracted projects to their downstream suppliers, or directly subcontract Mingyang Smart Energy orders. If suppliers have the above behavior

privately or conceal the above behavior without reporting, Mingyang Smart Energy will take immediate actions which include but are not limited to rectification within a time limit, re-bidding, termination of cooperation, cancellation of supplier qualification, recovery of losses and compensation, etc.

### **第三十三条 知识产权 Intellectual property**

应尊重知识产权，技术或经验知识的转让应以保护知识产权的方式进行，并且应保护客户信息安全。

Intellectual property rights are to be respected, transfer of technology or know how is to be done in a manner that protects intellectual property rights. Customer information shall be kept safe.

### **第三十四条 公平交易、广告和竞争 Fair business, advertising and competition**

应秉持公平交易、广告和竞争的标准。必须以适当的方式保护客户信息安全。

Standards of fair business, advertising and competition are to be upheld. Customer information must be secured in an appropriate manner.

### **第三十五条 身份保护和无报复政策 Identity protection and non-retaliation**

应制定程序以保护员工举报者并确保其身份的机密性和匿名性，除非法律明令禁止。供应商应制定沟通程序，让员工能够提出疑虑而无需担心遭到报复。

Programs that ensure the confidentiality, anonymity and protection of employee reporting persons are to be maintained, unless prohibited by relevant laws. Suppliers should have a communicated process for their personnel to be able to raise concerns without fear of retaliation.

### **第三十六条 负责任的矿物采购 Responsible sourcing of minerals**

供应商应制定政策以合理确保其制造产品中所含的钽、锡、钨和金不

会以直接或间接的方式为刚果民主共和国或周边国家/地区中严重侵犯人权的武装团体提供资金或利益。供应商应对这些矿物的来源和产销监管链进行尽职调查，并按照客户要求向客户提供所采取的尽职调查措施。

Suppliers shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture do not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or adjoining countries/regions. Suppliers shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customer upon customer request.

### 第三十七条 隐私 Privacy

供应商应承诺保护所有业务相关人员，包括供应商、客户、消费者和员工的个人信息的合理隐私期望。供应商在收集、存储、处理、传输和共享个人信息时应遵守隐私和信息安全法律及法规要求。

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

## 第五节 管理体系 Management systems

供应商应采用或建立范围与本准则内容相关的管理体系，并在合规的企业资质或等级范围内承揽明阳智能各项服务或项目。在设计该管理体系时，应确保：(a)符合与供应商的经营和产品相关的适用法律、法规及客户要求；(b)符合本准则；以及(c)识别并降低与本准则相关的经营风险。该体系还应推动持续改进。

Suppliers shall adopt or establish a management system whose scope is

related to the content of this Code, and undertake various services or projects of Mingyang Smart Energy within the scope of compliant enterprise qualifications or grades. 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; and (c) identification and mitigation of operational risks related to this Code. It shall also facilitate continuous improvement.

该管理体系应包含以下要素：

The management system should include the following elements:

### **第三十八条 公司承诺 Company commitment**

企业社会和环境责任政策声明，应阐明供应商对合规和持续改进的承诺并由管理层签署，以当地语言印发并张贴于工作场所中。

A corporate social and environmental responsibility policy statements affirming the supplier's commitment to compliance and continuous improvement, endorsed by executive management and posted in the workplace in the local language.

### **第三十九条 管理问责与责任 Management accountability and responsibility**

供应商应明确指定由高层管理和公司代表负责确保管理体系和相关方案的实施。高层管理应定期审核管理体系状态。

Suppliers shall clearly identify senior executive and company representative(s) responsible for ensuring the implementation of the management systems and related programs. Senior management shall regularly review the status of the management systems.

### **第四十条 法律要求与客户要求 Legal and customer requirements**

供应商应采用或建立用以识别、监测和理解适用法律、法规和客户要求（包括本准则的要求）的程序。

Suppliers shall adopt or establish a process to identify, monitor and understand applicable laws, regulations, and customer requirements, including the requirements of this Code.

#### **第四十一条 风险评估与风险管理 Risk assessment and risk management**

供应商应采用或建立用以识别与经营相关的法律遵从、环境、健康与安全，以及劳动实践和道德风险的程序。确定各风险的相对重要程度，实施适当的程序和实质控制措施，以控制已识别风险并确保合规。

Suppliers shall adopt or establish a process to identify the legal compliance, environment, health and safety, labor practices and ethics risks associated with supplier operations. Determination of the relative significance of each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

#### **第四十二条 改进目标 Improvement objectives**

供应商应制定能提高社会和环境绩效的书面绩效目标、指标和实施计划，包括对供应商为达成这些目标所取得的绩效进行定期评估。

Suppliers shall develop written objectives, targets and implementation plans that improve social and environmental performance, including periodic evaluation of supplier performance in meeting these objectives.

#### **第四十三条 培训 Training**

培训管理者和员工以实现供应商的政策、程序和改进目标并符合适用法律法规要求的计划。

Programs for training managers and employees to implement the supplier's policies, procedures and improvement objectives and to comply with applicable legal and regulatory requirements.

#### **第四十四条 沟通 Communication**

供应商应建立用以向员工和客户清晰准确地传达有关政策、实践、期

望和绩效信息的程序。

Suppliers should have processes in place to clearly and accurately communicate policies, practices, expectations and performance information to employees and customers.

#### **第四十五条 员工反馈和参与 Employee feedback and participation**

评估员工对本准则中实践和条件的理解并获得反馈，以及促进持续改进的不间断程序。

Evaluate employees' understanding of the practices and conditions in this Code and obtain feedback, as well as an uninterrupted process that promotes continuous improvement.

#### **第四十六条 审核与评估 Audits and assessments**

定期进行自我评定，确保符合与社会和环境责任相关的法律和法规要求、本准则中的内容以及客户合同要求，并按年度向明阳智能提供标准自我评估报告。

Periodic self-evaluations to ensure compliance with legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibilities. Share standard self-assessment report to Mingyang Smart Energy will be mandatory yearly.

#### **第四十七条 纠正行动程序 Corrective action process**

用以及及时纠正内部或外部评估、检查、调查及审核中发现的缺陷的程序。

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

#### **第四十八条 文档和记录 Documentation and records**

创建和维护文档和记录，确保遵从法规并符合公司要求和保护隐私的相关保密条款。

Creation and maintenance of documents and records to ensure regulatory

compliance and conformity with company requirements along with appropriate confidentiality to protect privacy.

#### **第四十九条 供应商责任 Supplier responsibilities**

向其上游供应商传达本准则要求并监督其遵从情况，并包含在提供给明阳智能的评估报告中。

Communicate the requirements of this Code to its upstream suppliers and monitor their compliance, and include it in the evaluation report provided to Mingyang Smart Energy.

#### **第五十条 其他 Miscellaneous**

本行为准则对明阳智能与供应商之间发生的任何一项采购活动均有效，供应商应严格遵照本行为准则的要求执行。

This Code of Conduct is valid for any procurement activities between Mingyang Smart Energy and suppliers, and suppliers shall strictly comply with the requirements of this Code of Conduct.

供应商对《供应商可持续发展行为准则》的接受是保持现有和未来业务良好关系的基础性文件，是促进整个供应链健康发展的重要指引。本行为准则也将与时俱进、按需修订。

Supplier acceptance of the “Supplier Sustainability Development Code of Conduct” is a foundational document for maintaining good relationships in existing and future business, and is an important guideline for promoting the healthy development of the entire supply chain. This Code of Conduct will also be updated and revised as necessary.

### **第三章 附则 Additional article**

#### **第五十一条 引用文件 Reference**

##### **(一) 《环境管理体系》ISO14001**



Environmental Management System Certificate ISO14001

(二) 《职业健康与安全管理体系》ISO45001

Occupation Health And Safety Management System Certificate ISO45001

(三) 《社会责任国际组织》SA8000

Social Accountability International SA8000

(四) 《联合国商业与人权指导原则》

UN Guiding Principles on Business and Human Rights

(五) 《关于工作中的基本原则和权利宣言》

Fundamental Principles and Rights at Work

(六) 《世界人权宣言》

Universal Declaration of Human Rights

(七) 《责任商业联盟行为准则》

Responsible Business Alliance Code of Conduct

第五十二条 本办法由国际供应链与制造部门负责解释与修订。

The International Supply Chain and Manufacturing Department is responsible for interpreting and revising this Code.

第五十三条 本办法自发布之日起生效。

This Code shall take effect upon issuance.