

Code of Conduct for Business Partner

商業夥伴行為準則

Festo Group

Festo集團

Foreword

前言

As an international, family-owned company with long-established tradition, the Festo Group attaches great importance to integrity and requires a high standard of ethically unimpeachable actions that are in accordance with the relevant laws and rules.

作為一家具有悠久歷史的國際化家族企業，Festo集團始終秉持誠實守信的原則，篤信並踐行高標準、高道德且符合法律法規的行為。

This Code of Conduct constitutes a binding guideline for all Business Partners of Festo within their daily actions. This is a minimum standard of the principles of conduct Festo considers appropriate and mandatory across all types of business activity.

本行為準則對Festo所有商業夥伴的日常行為具有約束力，是Festo認為適用於所有類型商業活動的行為原則的最低標準。

1.1 Legislation, human rights, occupational health and safety regulations

立法、人權、職業健康和安全條例

Business Partners shall observe all locally applicable laws and minimum industrial standards in any country in which they are active. They also ensure compliance with local data privacy legislation as well as the General Data Protection Regulation (GDPR) with its binding level of protection, especially where the data of natural persons from the EU are transferred to non-EU countries.

在任何國家執業經營的商業夥伴，都必須遵守所有當地適用的法律法規和最低的行業標準。他們也需保證符合所有當地的數據隱私立法，確保《通用數據保護條例》（GDPR）及其具有約束力的保護級別得以實施，特別是當涉及歐盟自然人的數據傳輸到非歐盟國家時，更應嚴格遵守相關規定。

Festo expects full commitment from its Business Partners to the values set out in the United Nations International Bill of Human Rights. This covers all 30 articles of the Universal Declaration of Human Rights, the SA 8000 standard of Social Accountability International together with the core labor standards of the International Labour Organization (ILO), namely the freedom of association and the right to collective bargaining, the elimination of all forms of forced labor, the elimination of child labor, the elimination of discrimination in employment and occupation, and occupational health and safety. Child labor in this context means not employing anyone under the age of 15, without exception. The protection of employees under the age of 18 is also preconditioned.

Festo希望其商業夥伴對《聯合國國際人權法案公約》的價值觀作出全面承諾，包括《世界人權宣言》的30條全部內容、《社會責任國際標準SA 8000》、國際勞工組織（ILO）的核心勞工標準，具體包括：保障結社自由和集體談判的權利、消除一切形式的強迫勞動、嚴格禁止使用童工、消除就業和職業歧視以及確保職業健康和 safety。禁止使用童工是指不雇用15歲以下的任何人，沒有例外。同時，還應特別加強對18歲以下雇員的保護力度。

As a company, we are responsible for ensuring worldwide that working conditions are safe and fair, and that pay and working hours comply with national laws and applicable industry standards. We also expect the same of our Business Partners.

作為一家跨國企業，我們有責任確保全球範圍內的工作條件是安全和公平的，工資和工作時間符合當地國家法律和適用的行業標準。我們希望我們的商業夥伴也能如此。

We further expect our suppliers to comply with all applicable conflict minerals regulations (3TG).

我們同樣希望我們的供應商能夠遵守所有適用的衝突礦產法規（3TG）。

1.2 Tolerance and equal opportunities

寬容與機會平等

As a company that operates globally, the Festo Group maintains relationships with employees and Business Partners from different countries, cultures, and with different beliefs. We value an approach to others characterized by respect, tolerance, esteem, fairness, and openness.

作為一家全球化經營的公司，Festo集團與來自不同國家、文化和信仰的員工及商業夥伴保持著良好關係。我們重視以尊重、寬容、尊敬、公平和公開的方式對待他人。

We therefore expect our Business Partners to take a clear stance against all forms of discrimination, mobbing, disadvantage, and humiliation, as well as all other types of disrespectful or harassing behavior. In particular, we expect a prohibition on discrimination due to color, ethnic background, religion, disability, age, sexual orientation, or personal belief.

因此，我們希望我們的商業夥伴能夠堅定立場，明確反對任何形式的歧視、霸凌、不公、羞辱和所有其他類型的不尊重或騷擾行為。特別是，我們期望禁止因膚色、種族背景、宗教、殘疾、年齡、性取向或個人信仰的歧視。

1.3 Sustainability and environmental protection

可持續性與環境保護

The Festo Group is guided by the principles of sustainability and environmental protection. We are aware of the scarcity of resources and our responsibility towards future generations. The Festo Group therefore also expects compliance from its Business Partners with all applicable environmental protection laws, including the relevant local provisions of the individual countries, and an

endeavor to continuously improve the impact of business activities on people and the environment.

Festo集團遵循可持續發展原則和環境保護原則。我們意識到資源的有限性和我們對後代的責任。因此，Festo集團也希望我們的商業夥伴遵守所有適用的環境保護法律，包括各個國家當地的相關規定，並不斷努力改善業務活動對人類和環境的影響。

1.4 Fair competition

公平競爭

The Festo Group is committed to fair and open competition, both nationally and internationally. We also expect our Business Partners to behave fairly in competition and to comply with the applicable legal regulations protecting free competition. In particular, no agreements or concerted practices may be entered into with other companies that have the purpose or effect of preventing, restricting, or distorting competition in accordance with the applicable antitrust regulations; any dominant market position of the Business Partner must not be unlawfully exploited.

無論是國內還是國際上，Festo集團均秉持公平公開的競爭原則。我們也希望我們的商業夥伴在競爭中公平行事，並遵守保護自由競爭的適用法律法規。特別是，不得與其他公司訂立或達成反壟斷法規所述之具有防止、限制或扭曲競爭目的或效果的協定或協同行為；不得非法利用商業夥伴的任何市場支配地位。

1.5 Anti-corruption

反腐敗

The Festo Group will not tolerate any form of corruption and acts strictly in accordance with the United Nations Convention against Corruption. Festo expects its Business Partners not to offer, promise, or grant benefits of any kind to third parties, business partners, the staff or representatives of their business partners, public officials, politicians or relatives or associates of any of these groups in return for preferential treatment when procuring goods or services. In this context, the Festo Group requires its Business Partners to comply with the "ICC Rules on Combating Corruption", the provisions of the United States FCPA (Foreign Corrupt Practices Act) and the UK Bribery Act 2010.

Festo集團絕不容忍任何形式的腐敗，並嚴格遵守《聯合國反腐敗公約》。Festo期望其商業夥伴不會向協力廠商、商業合作夥伴、商業合作夥伴的員工或代表、公職人員、政客或任何上述人員的親屬或關係人提供、承諾或給予任何形式的利益，以換取在採購貨物或服務時的優惠待遇。在此背景下，Festo集團要求其商業夥伴遵守《國際商會反腐敗規則》（ICC）、美國《反海外腐敗法》（FCPA）和英國《2010年反賄賂法》的規定。

1.6 Benefits and remunerations

利益和報酬

Festo expects its Business Partners not to directly or indirectly offer, grant, demand, or accept any gifts or benefits in connection with business activities. This shall not apply to occasional hospitality and gifts which are of no significant financial value and which conform to the usual level of local business etiquette.

Festo希望其商業夥伴不要直接或間接地提供、給予、要求或接受與商業活動有關的任何禮品或利益。無明顯經濟價值且符合當地商務禮儀的偶爾招待和禮品除外。

However, the offering and acceptance of hospitality and gifts of this kind shall at all times be subject to the requirement that no laws are violated and the possibility of influence on business decisions can be excluded from the outset. The requesting and acceptance of gifts of money in dealings with Festo employees is forbidden in all cases.

然而，無論是提供或接受這類招待和禮品，都必須確保不違反法律，並且從一開始就需排除其對商業決策產生影響的可能性。在任何情況下，都禁止在與Festo員工合作時索取和接受金錢禮品。

Remuneration for services, particularly in the form of commissions paid to third parties, e.g., representatives, brokers, consultants or other intermediaries, must be commensurate to the service provided and shall be documented in writing in full, particularly in terms of the subject of the remunerated activity and the settlement date. These remunerations must be of such a size that they do not create a basis for, or lead to the assumption that they are used for bypassing the existing rules.

服務報酬，特別是以傭金形式支付給協力廠商（如代表、經紀人、顧問或仲介人）的報酬，必須與所提供的服務相匹配，並應以書面形式完整記錄，特別是關於有償活動的主題和結算日期。這些報酬的金額必須合理，以避免給人留下規避現有規定的印象，也不得實質性地構成對這些規定的規避。

1.7 Payments

支付

All payment transactions shall comply with the applicable laws on combating money laundering and the financing of terrorism.

所有支付交易均需遵守有關反洗錢和反資助恐怖分子的適用法律。

Payments for goods and services received shall be made directly to the contractual partner, and in principle to the corresponding bank account in the country of the contractual partner's registered office, unless legally valid assignment agreements or compulsory collections exist. Payments in cash are in principle prohibited, except for amounts up to EUR 250 or the equivalent in local currency, provided that a properly issued receipt is available that fulfils the legal, accounting, and taxation requirements.

除非存在合法有效的轉讓協定或強制沒收的情況，否則Festo集團對所收到的貨物和服務的款項應直接支付給合同相對方，並原則上應支付到合同相對方註冊地所在國的相應銀行帳戶。原則上禁止使用現金付款，但金額不超過250歐元或等值當地貨幣，且能提供符合法律、會計和稅務要求的適當收據除外。

1.8 Selection of Business Partners

選擇商業夥伴

The Festo Group selects its Business Partners purely on the basis of objective and economic criteria and examines all offers from its suppliers fairly and impartially. Unprofessional preference or disadvantaging of suppliers, especially for private reasons, is prohibited as a matter of principle. In the case of invitations to tender, contracts shall be awarded to the most cost-effective ten-

derer unless other reasons (quality, service, long-standing business relations, creditworthiness, etc.) justify a different decision.

Festo集團在選擇商業夥伴時，始終秉持客觀和經濟性的標準，並公平公正地審查供應商的所有報價。原則上，禁止非專業的偏袒供應商或不公平對待供應商的行為，特別是出於私人原因。在邀請招標的情況下，除非有其他充分原因（如品質、服務、長期業務關係、信譽等）有理由作出不同的決定，否則應將合同授予最具成本效益的投標者。

Festo attaches importance to the incorporation by its Business Partners, wherever possible, of the principles contained in this Code of Conduct into their contractual agreements with suppliers, customers, and other third parties.

Festo非常重視其商業夥伴盡可能將本行為準則所包含的各項原則納入其與供應商、客戶和其他協力廠商的合同協議中。

1.9 Regulations covering foreign trade, export control, and customs duties

有關對外貿易、出口管制和關稅的規定

The Festo Group complies with all foreign trade, embargo, customs, and control of terrorism rules and regulations, as well as existing payment transaction regulations in this context, that apply in the respective countries in which it conducts business, and expects the same from its Business Partners.

Festo集團遵守其經營活動所在國的所有與對外貿易、禁運、海關和反恐有關的規定和法規，以及適用於其經營活動所在國的現行支付交易條例，並希望其商業夥伴也能夠遵守這些規定。

1.10 Taxes and duties

稅收

Festo is committed to the principle of strict compliance with all fiscal and taxation regulations and the payment of all taxes owed. The Festo Group does not undertake or initiate any actions or measures that could even create the impression of aiding and abetting tax fraud or tax avoidance by third parties. Festo expects its Business Partners also to uphold these principles.

Festo承諾嚴格遵守所有財政和稅收法規，並繳納所有應付稅款。Festo集團不參與或發起任何可能被視為協助和教唆協力廠商進行稅務欺詐或避稅的行動或措施。Festo希望其商業夥伴也能夠堅持這些原則。

Final statement

最後聲明

Festo expects all of its Business Partners to respect, for their part, the values expressed in this Code of Conduct, and to observe and comply with them in their business activities. Violations of this Code of Conduct and incitement to violations will not be tolerated and shall lead to appropriate action using all available legal means including termination of the business relationship.

Festo希望其所有商業夥伴能夠尊重本行為準則中所表達的價值觀，在其業務活動中遵守並履行這些價值觀。我們不容忍任何違反和煽動違反本行為準則的行為，並將採取適當的措施，利用一切可用的法律手段，包括終止業務關係。

Any violation of this Code of Conduct is to be disclosed. This can be done via our anonymous whistleblower system, compliance@festo.com, which can be accessed via the official Festo website www.festo.com/group.

任何違反本行為準則的行為都應被舉報披露，您可以通過郵箱compliance@festo.com或訪問Festo官方網站www.festo.com/group並使用我們的匿名舉報系統進行舉報披露。

The Business Partner acknowledges by his signature that

商業夥伴簽署並確認

➤ he has received the "Festo Code of Conduct for Business Partners" and

他已收到“Festo集團商業夥伴行為準則”且

➤ he will adhere to the regulations contained in the afore mentioned document.

他將遵守上述文件中的規定。

Name and legal form
of Business Partner
商業夥伴公司名稱：

Name of signee
簽署人姓名：

Position of signee
簽署人職位：

Place / Date
地點/日期：

Signature
簽名：
