

Festo Supplier Code of Conduct

费斯托供应商行为准则

Dear supplier,
亲爱的女士们、先生们，

Within the Corporate Principles and the Code of Conduct, Festo and their employees have committed themselves to support and apply the basic principles in the areas of human rights and working conditions, quality and environmental management, health and safety as well as the fight against corruption and bribery.

作为企业原则和Festo 的行为守则，Festo 公司及其员工承诺遵守人权，工作条件，质量和环境管理，安全及健康的基本准则并反对贪污和受贿等行为。

In order to sustain these principles along the entire supply chain, Festo expects their suppliers to fully accept and support the Festo Supplier Code of Conduct.

为了确保这个准则在整个供应链得以实施，Festo 也希望其供应商支持并接受Festo 的行为守则。

In accordance with the slogan „success needs partners“, the Festo Global Purchasing Network commits itself to the value system:

基于我们的口号“成功需要合作伙伴”，Festo 全球采购体系将遵循以下的价值系统：

- Innovative 创新
- Self responsible 负责
- Reliable 可靠
- Fair 公正

Along with the three target dimensions (quality, supply, costs) this value system describes not only the claim of Festo to itself, but also the way of dealing in partnership with each other.

为配合我们的三个目标（质量、可获得性和成本）的完成，这个价值体系不仅仅反映在Festo 内部，同样也是我们和供应商合作的基础。

The following content of the Festo Supplier Code of Conduct is valid for all Festo suppliers and sub-suppliers, delivering goods and/or services directly and indirectly.

下面的供应商守则对所有给Festo 直接或间接提供产品，服务的供应商及其分包商都有效的。

Human Rights

人权

Festo pursues and supports the values, defined within the Universal Declaration of Human Rights and the Basic Principles of the International Labour Organisation of the United Nations (www.ilo.org) and specified within the SAI 8000:2008 (Social Accountability International) (www.sa-intl.org).

Festo 追求和支持的价值是基于世界人权宣言和联合国国际劳动组织(www.ilo.org)的内容以及社会国际责任www.sa-intl.org (SAI 8000:2008) 里定义的内容。

The principles relating to Human Rights are the following:

人权相关的准则如下：

- Under no circumstances, child and compulsory labour is accepted by Festo
无论在什么情况下，Festo都不允许雇佣童工或强迫劳动。
- Deprivation of liberty, inhuman treatment, corporal punishment, threat of violence, collective types of punishment as well as salary cut or any other types of harassment and maltreatment as instrument for obtaining discipline and control are strictly forbidden
严格禁止任何剥夺自由的，不人道的待遇，体罚，暴力威胁，集体类型的惩罚，以及减薪或骚扰和为获取纪律性和控制性而进行的任何其他类型的虐待。
- In accordance with the legislation of the respective country, employees have to be treated appropriately and fair relating to working hours, regular holidays and payment for performed work
根据国家的法律法规，雇员应该在工作时间，假日及待遇方面得到适当和公平的对待。

- The working conditions have to guarantee optimal health and safety in the work place for the employees
雇员的工作环境和条件必须在健康和​​安全方面得以保证。
- Based on the principle of equal opportunity, any discrimination due to race, ethnic origin, complexion, age, gender, religion, disability, sexual disposition as well as political membership etc. is impermissible.
根据公平原则，不允许有任何种族，民族，肤色，年龄，性别，宗教，残疾，性倾向以及政治等方面的歧视。

Quality and Environment 质量和环境

Analogue to the expectation of the Festo customers, Festo expects a continuous quality management with a consistent pursuit of the zero failure strategy from their suppliers. Furthermore, a modern and sustainable environmental management has to be implemented and verified by required certifications in case of specific technologies.
参照客户对 Festo 的要求，Festo 也希望其供应商能有一套持续实现零缺陷质量保证能力的管理体系。同时，在某些特定的技术及行业，Festo 还希望其能有一套现代化并能够实现可持续发展能力的环境保障体系。

- It is the suppliers' task to embody this objective in a quality management system and to align all processes with this target, as the product quality, including services, is always an overall result of all activities in each phase of the manufacturing process
供应商应该确保在整个质量管理体系中所有相关的工艺和制造过程都能够贯彻和实现以上的这些目标和要求。
- The existing quality management system has to be improved continuously
对现有的质量管理体系进行持续的改进。
- Before being returned to the environment and emitted to the atmosphere, waste water and emissions have to be checked and treated accordingly
对排放到大气或环境中的废水等需要实时监控，并进行处理。
- As far as possible, waste always has to be recycled or reused. A safe waste management for the transportation, storage and recycling has to be implemented at all locations.
废水尽可能循环利用。在所有的生产地点需要对废水进行安全的存储，运输，循环使用。

Health and Safety 健康和​​安全

Festo expects their suppliers to guarantee their employees safe and healthy working conditions. The supplier has to create corresponding precautionary measures for health protection and safety.
Festo 希望其供应商能提供​​给其员工一个安全及健康的工作​​环境并足够的方法实现相关的健康及安全的防护。

- Risks (especially chemical, physical, mechanical and biological) have to be identified and provided with measures, guaranteeing health protection and safety for the employees
对风险(如，化学品，生物及，机械等)应有足够的预防措施，以保证员工的健康及安全。
- The implementation of all required methods and means for guaranteeing a safe operation and appropriate maintenance of the machinery and equipment is indispensable.
有足够的预防措施来保证机器及设备的安全的运转及良好的维护。

Ethics

道德准则

Festo pursues the active fight against corruption and bribery. It is strictly forbidden to offer Festo employees money, or gifts or valuables beyond the scope of businesslike custom and courtesy.

Festo 反对腐败和受贿。严格禁止向 Festo 员工提供超出基本风俗习惯范围的金钱，礼物或者贵重物品。

Compliance

遵守

The compliance with the described content has to be secured by the implementation of internal processes and methods and guaranteed by the management of the supplier.

这些需要遵守的准则应得到供应商管理层团队的承诺并制定有效的方法加以实施。

With the signature, the supplier commits itself to the described basic principles at all his locations and during all his business activities.

签字后，供应商即承诺不论何时何地都在商务活动中都遵守以上基本原则。