

## Code of Conduct 行为准则

### No Precarious Employment

The factory must maintain a personnel file on every employee which includes age-identification documents and signed employment agreements. 工厂必须为每个员工保存人事档案，其中包括年龄证明文件和经双方签署的雇佣协议。

### Forced Labour

Workers must voluntary work in factory. Workers must be able to take leave from the factory without unreasonable restriction from management. 员工必须是自愿在工厂工作的；工厂应保证员工请假时不得受到管理部门的不合理限制。

### Bonded/Prison Labour

The factory must prohibit prison labour, or workers who work under bond, debt or other obligation. 工厂严禁雇佣监狱劳工和受合约或债务等束缚的劳工。

### Child Labour

The factory must not employ workers under the age of 16, or whatever minimum working age is defined by local law. 工厂禁止雇佣未满 16 周岁或未达当地法律规定的最低受雇年龄的工人。

### No Harassment/Abuse

The factory must enforce policies that prohibit the following: Physical, Sexual, or Verbal abuse or harassment. 工厂必须有明确制度规定并切实禁止以下行为：身体、性别及口头的虐待或骚扰。

### No Discrimination

The factory must not have discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on gender, age, religion, race, caste, social background, disability, ethnic and national origin, nationality, membership in workers' organizations including unions, political affiliation, sexual orientation, or any other personal characteristics. 工厂禁止在招聘、雇佣、有偿劳动、获得培训机会、终止工作或退休时，有任何源于性别、年龄、宗教、种族、社会等级、社会背景、残疾、民族与国家起源、国籍、工人组织（包括工会）的成员身份、政治性的协会、性取向以及其他任何个人情况的歧视。

### No minimum wages and / delayed payment

Workers must receive at least the legal minimum wage and receive wage on time. 员工必须至少获得法定最低工资以及按时收到工资。



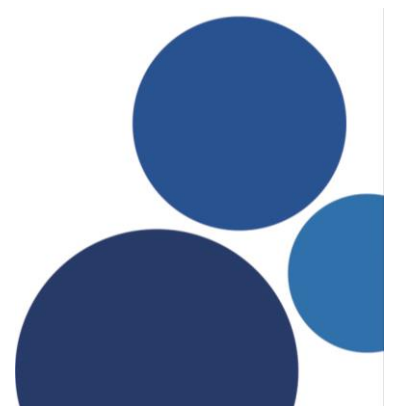
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### Reliable and completed time record system

The factory must maintain a working time clock or equivalent system that enables workers to record their hours worked. 工厂必须配备考勤机或有效的考勤系统，供所有员工记录各自的工作时间。

### Decent Working Hours

The total working hour must not exceed 60 hours in a week. Workers must have one day off per 7 days. 员工每周总工作时间不得超过 60 小时。工厂必须保证工厂所有员工工作中连续 7 天必须休息 1 天。

### Legal Overtime Compensation

Workers must be paid an overtime premium of at least 1.5 times the legal hourly rate for regular overtime hours; 2.0 times the legal hourly rate for weekend overtime hours; 3.0 times the legal hourly rate for statutory holidays - including any workers paid by piece rate. 工厂必须向包括计件工人在内的所有员工按照 1.5 倍的比例支付平时加班时间的加班工资，2.0 倍的比例支付周末加班时间的加班工资，以及 3.0 倍的比例支付法定假日加班时间的加班工资。

### Health and Safety

Factory must make employees safety and healthy a priority at all times. 工厂必须确保员工在健康安全环境下工作。

### Environment

Factory must meet all relevant local and national environmental protection laws, and will strive to comply with international environment protection standards. 工厂必须满足当地环保法律法规的要求，以及努力符合国际环境保护要求。

### Unauthorised subcontracting

Factory has to inform us and get approval from us while they need to use subcontractor for producing product. We Tempo does not accept the Un-authorized Subcontracting. 工厂在使用分包商前必须通知并得到我们许可后才能使用，我们不接受未授权的分包商。

### Bribery

Factories must demonstrate a high degree of professionalism and have a close affinity with our business ethics. In particular, honesty, fair dealing and the proper treatment of workers are required at all times. Bribes, favours, gifts, benefits, facilitation payments, secret commission, or similar unlawful or improper payments, in cash or kind, are strictly prohibited, whether given to obtain business or otherwise. 工厂必须表现出高度的专业精神，并与我们携手履行相关的商业道德。特别是诚实、公平的交易和合理的对待工人。严禁贿赂、优惠、馈赠、福利、便利金、秘密佣金或类似的非法或不当支付，无论是现金还是实物，无论是为了获得商业利益还是其他目的，都是被严格禁止的。



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