

LAP 公司销售合作伙伴行为规范

Code of Conduct for Sales Partners of LAP

在本《行为规范》中，LAP GmbH Laser Applikationen 及其下属的子公司和附属公司（包括但不限于镭尔谱激光应用技术（上海）有限公司）（简称“LAP 公司”）针对自身对公司股东及环境保护事业承担的各项责任，而向销售合作伙伴提出若干项基本要求。

This Code of Conduct defines the basic requirements of LAP GmbH Laser Applikationen, its subsidiaries and affiliated companies, including but not limited to LAP Laser Applications China Co., Ltd. (“LAP”), placed on its sales partners concerning their responsibilities towards their stakeholders and the environment.

LAP 公司保留由于 LAP 公司的合规项目发生变化而对本《行为规范》的内容做出合理修改的权利。如果发生这种情况，LAP 公司希望销售合作伙伴接受这些合理做出的修改。

LAP reserves the right to reasonably change the requirements of this Code of Conduct due to changes of the LAP Compliance Program. In such event LAP expects the sales partner to accept those reasonable changes.

在此，销售合作伙伴声明如下：

The sales partner declares herewith:

遵守法律法规行为规范

Legal Compliance

- 遵守所有适用的法律法规。
to comply with the laws of the applicable legal system(s).

严禁腐败、贿赂等行为

Prohibition of corruption and bribery

- 不容许、亦不参与任何形式的腐败或贿赂行为，包括为向政府工作人员制定决策施加影响而非法向其提供金钱或任何形式的利益。
to tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision making in violation of law.

尊重公司员工的基本人权

Respect for the basic human rights of employees

- 不断做出改进，为公司的员工提供平等的机会和待遇，无论员工的肤色、种族、民族、社会背景、身体是否残疾、性取向、政治及宗教信仰、性别和年龄如何；
to promote equal opportunities for and treatment of its employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religious conviction, sex or age;
- 尊重人格尊严、个人隐私及个人权利；
to respect the personal dignity, privacy and rights of each individual;
- 录用员工或让员工工作时，不违背员工本人的意愿；
to refuse to employ or make anyone work against his will;
- 不容许以不可接受的方式对待员工，如精神虐待、性骚扰、歧视，等等；
to refuse to tolerate any unacceptable treatment of employees, such as mental cruelty, sexual harassment or discrimination;
- 严禁做出有性意味或强迫、恐吓、虐待、剥夺性质的手势、语言、或身体上的接触等行为；
to prohibit behavior including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
- 提供公平的福利待遇，按适用的国家规定，保证工资不低于法定的最低工资标准；
to provide fair remuneration and to guarantee the applicable national statutory minimum wage;

- 遵守最高工时法律规定。按销售合作伙伴公司员工就业所在国的具体规定实施；
to comply with the maximum number of working hours laid down in the applicable laws. This applies for countries where sales partner's employees work for it;
- 在法律允许的范围内，认可员工自由联合的权利，不对员工组织或工会成员给予特殊优待或歧视。
to recognize, as far as legally possible, the right of free association of employees and to neither favor nor discriminate against members of employee organizations or trade unions.

严禁使用童工

Prohibition of child labor

- 员工招聘时，不录用 15 岁以下人员。
to employ no employees under the age of 15

员工健康与安全

Health and safety of employees

- 负责员工在工作环境中的健康与安全；
to take responsibility for the health and safety in the work environment of its employees;
- 管控风险，尽力采取合理的防范措施，防止事故和职业病的发生；
to control hazards and take the best reasonably possible precautionary measures against accidents and occupational diseases;
- 安排员工参加培训，确保员工获得关于健康和安全问题的相关知识；
to provide training and ensure that employees are educated in health and safety issues;
- 制定并实施《职业健康安全管理制度》。
to set up and use an occupational health & safety management system

环境保护

Environmental protection

- 遵守中国及国际有关环境保护的各项标准；
to act in accordance with the applicable statutory and international standards regarding environmental protection;
- 最大限度减少环境污染，不断改进环保措施；
to minimize environmental pollution and make continuous improvements in environmental protection;
- 合理制定并实施《环境保护管理制度》。
to set up and use a reasonable environmental management system

供应链

Supply Chain

- 做出相应的努力，促使供应商和销售合作伙伴遵守本《行为规范》中的各项规定；
to use reasonable efforts to promote among its suppliers and sales partners compliance with this Code of Conduct
- 在挑选和对待供应商及销售合作伙伴时，遵守“不歧视”准则。
to comply with the principles of nondiscrimination with regard to selection and treatment of suppliers and sales partners.