

山东威高集团医用高分子制品股份有限公司
Shandong Weigao Group Medical Polymer Company Limited

供应商行为准则
Supplier Code of Conduct

1. 目的及适用对象 | Purpose and Applicability

本准则规定适用实体对供应商、承包商、服务商、代理、分包商及其人员（统称“供应商”）在产品品质、监管合规、人权与劳动、职业健康安全、环境、商业道德、数据保护及负责任采购方面的最低要求。

This Code sets minimum requirements for suppliers, contractors, service providers, agents, subcontractors and their personnel (collectively, “Suppliers”) concerning product quality, regulatory compliance, human rights and labour, OHS, environment, business ethics, data protection and responsible sourcing.

供应商应将本准则或等效要求传递给其为适用实体提供产品或服务所使用的重要分包商和次级供应商。

Suppliers shall flow this Code, or equivalent requirements, down to material subcontractors and sub-tier suppliers used to provide products or services to a Reporting Entity.

2. 法律、质量及医疗产品监管 | Law, Quality and Medical-Product Regulation

- 遵守经营所在地以及产品制造、销售或使用所在地适用的法律、许可证、注册、行业标准和合同要求。
Comply with applicable laws, permits, registrations, industry standards and contractual requirements in the places of operation and where products are manufactured, marketed or used.
- 建立与所供产品或服务风险相适应的质量管理体系；在适用时符合 ISO 13485、GMP 或其他监管要求，并配合客户、认证机构及监管机关审核。
Maintain a quality management system proportionate to the risk of the supplied product or service and, where applicable, comply with ISO 13485, GMP or other regulatory requirements, cooperating with customer, certification-body and regulatory audits.
- 实施原材料和产品追溯、变更控制、偏差和不合格品控制、纠正预防措施、卫生与污染控制、校准、验证、标签和记录管理。未经书面批准，不得擅自变更材料、工艺、场地、次级供应商或关键规格。
Implement raw-material and product traceability, change control, deviation and non-conforming product controls, corrective and preventive action, hygiene and contamination control, calibration, validation, labelling and records management. Materials, processes, sites, sub-tier suppliers or critical specifications must not be changed without written approval.
- 及时报告可能影响患者安全、产品质量、合规、供应连续性或召回的缺陷、偏差、监管行动、网络安全问题或假冒材料，并配合调查、通知和整改。
Promptly report defects, deviations, regulatory actions, cybersecurity issues or counterfeit materials that may affect patient safety, product quality, compliance, continuity of supply or recall, and cooperate with investigation, notification and remediation.

3. 人权与公平劳动条件 | Human Rights and Fair Labour Conditions

- 禁止童工、强迫劳动、债役、监狱强迫劳动、人口贩运、扣押身份证件和限制员工自由离职。
Prohibit child labour, forced labour, bonded labour, involuntary prison labour, human trafficking, retention of identity documents and restrictions on workers' freedom to leave employment.
- 遵守工作时间、休息、加班、最低工资、福利和带薪休假法律；准确记录工时和工资，禁止非法扣款。供应商应在可行时参考当地生活工资基准。
Comply with laws on working hours, rest, overtime, minimum wages, benefits and paid leave; maintain accurate time and pay records; and prohibit unlawful deductions. Where feasible, Suppliers should consider local living-wage benchmarks.
- 提供平等机会和同工同酬，不得基于种族、民族、性别、年龄、残疾、宗教、国籍、婚姻状况、工会身份或法律保护的其他特征进行歧视、骚扰或虐待。

Provide equal opportunity and equal pay for equal work, without discrimination, harassment or abuse based on race, ethnicity, sex, age, disability, religion, nationality, marital status, union status or any other legally protected characteristic.

- 尊重依法自由结社、加入或不加入工会以及集体谈判的权利，并提供保密、无报复的申诉渠道。
Respect lawful freedom of association, the right to join or not join a trade union and collective bargaining, and provide confidential grievance channels without retaliation.

4. 职业健康安全 | Occupational Health and Safety

- 识别和评估危害，采用控制层级，提供安全设备、培训、个人防护装备、应急准备、消防、职业健康监测及事故调查。
Identify and assess hazards; apply the hierarchy of controls; and provide safe equipment, training, personal protective equipment (PPE), emergency preparedness, fire safety, occupational-health monitoring and incident investigation.
- 向适用实体现场提供服务的供应商须遵守现场规则、许可制度和承包商安全要求，并立即报告事故、未遂事件和重大风险。
Suppliers providing services at a Reporting Entity site must comply with site rules, permit-to-work and contractor-safety requirements, and promptly report incidents, near misses and material hazards.

5. 环境与负责任资源使用 | Environment and Responsible Resource Use

- 取得所需环境许可，预防污染，控制空气排放、废水、噪声、化学品、危险废物和一般废物，并确保合法、可追溯的处置。
Obtain required environmental permits; prevent pollution; control air emissions, wastewater, noise, chemicals, hazardous waste and general waste; and ensure lawful and traceable disposal.
- 测量并改善能源、温室气体、水、材料和废物绩效，优先减少使用、再利用、回收和采用低影响材料，并向适用实体提供合理所需的数据。
Measure and improve energy, greenhouse-gas, water, material and waste performance; prioritise reduction, reuse, recycling and lower-impact materials; and provide reasonably requested data to the Reporting Entities.
- 对可能影响生物多样性、森林或水资源的原材料开展适当来源审查，并遵守适用的受限物质和化学品要求。
Conduct appropriate sourcing reviews for raw materials that may affect biodiversity, forests or water resources, and comply with applicable restricted-substance and chemical requirements.

6. 商业道德、数据及负责任采购 | Business Ethics, Data and Responsible Sourcing

- 禁止贿赂、回扣、欺诈、洗钱、不当礼品和利益输送；管理利益冲突，遵守公平竞争、制裁、出口管制及准确账簿记录要求。
Prohibit bribery, kickbacks, fraud, money laundering, improper gifts and improper benefits; manage conflicts of interest; and comply with fair competition, sanctions, export control and accurate-books-and-records requirements.
- 保护适用实体、客户、患者、员工和其他个人的机密信息、知识产权和个人数据，实施适当访问控制、网络安全、事件响应及业务连续性措施。
Protect confidential information, intellectual property and personal data relating to the Reporting Entities, customers, patients, employees and others, with appropriate access control, cybersecurity, incident response and business continuity measures.
- 对于含锡、钨、钽、金、钴或其他高风险矿产/金属的产品，应按适用法律和客户要求开展供应链尽职调查、来源追溯及风险缓解。
For products containing tin, tungsten, tantalum, gold, cobalt or other high-risk minerals or metals, conduct supply-chain due diligence, traceability and risk mitigation in accordance with applicable law and customer requirements.

7. 评估、整改和后果 | Assessment, Corrective Action and Consequences

- 供应商应按要求完成自评、提供文件、接受现场或远程审核并及时实施纠正措施。适用实体可根据风险、采购金额、产品关键性、国家/行业风险和既往表现确定评估频率。
Suppliers shall complete self-assessments, provide documents, accept on-site or remote audits and implement corrective actions promptly. The Reporting Entities may determine assessment frequency based on risk, spend, product criticality, country or sector risk and past performance.
- 重大违规、拒绝整改、提供虚假信息或重复不合规可导致新业务限制、暂停、替代来源、终止合同、列入限制名单或向主管机关报告。适用实体可在合理情况下提供培训和改进支持。
Material breaches, refusal to remediate, false information or repeated non-compliance may result in restrictions on new business, suspension, alternative sourcing, contract termination, restricted-list status or reporting to authorities. The Reporting Entities may provide training and improvement support where reasonable.