

SUPPLIER SOCIAL RESPONSIBILITY CODE OF CONDUCT

供应商社会责任行为守则



PUBLISHED BY

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RESOURCE CONSERVATION

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BMW Brilliance Automotive Ltd.
华晨宝马汽车有限公司

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01

INTRODUCTION 前言

前言
Introduction

BMW Brilliance is committed to integrating social responsibility standards and performance across our entire supply chain. As purchasing becomes increasingly international and supply chains growing ever more complex, the risk of being linked directly and indirectly to human rights violation is rising. This Code of Conduct outlines how we expect our suppliers to promote compliance with social responsibility standards. It covers four important aspects: i) People oriented, ii) Ethical business, iii) Responsible sourcing and iv) Management system.

BMW Brilliance expects its suppliers to be compliant and respect the human rights as a fundamental principle in their business activities. Enacting social responsibility, in particular the conformance to local laws and regulations and the UN Guiding Principles on Business and Human Rights, is a crucial prerequisite for suppliers to sustain their business relationship with BMW Brilliance.

Sound understanding of the Code would help you build capacity to prepare for and respond to modular questionnaire, internal assessments and external audits on social responsibility performance.

华晨宝马致力于将社会责任标准和绩效同时整合到整个供应链中。随着采购国际化趋势进一步加深，以及由此带来的愈加复杂的供应链管理，与侵犯人权直接或间接相关的风险也在增加。本行为准则旨在为供应商提供其需要遵守践行的社会责任标准，涵盖了四个重要方面：i) 以人为本，ii) 诚信经营，iii) 负责任采购和iv) 管理体系。

华晨宝马期望供应商在开展业务时以依法合规、尊重人权为行事基本原则。对于华晨宝马，供应商履行其社会责任，特别是遵守与《联合国商业与人权指导原则》的相关规定以及当地的法律法规，是其维系与华晨宝马业务关系的关键先决条件。

充分理解本准则将有助于您将来准备及回应与社会责任相关的模块化问卷、内部评估与外部审核。

PREVENTION OF INVOLUNTARY LABOUR AND
PROHIBITION OF MODERN SLAVERY

预防非自愿劳工及禁止现代奴役

Aspiration

Suppliers are encouraged to engage constructively with relevant stakeholders such as recruitment agencies, non-governmental organisations and industry associations in order to build awareness and proactively work towards preventing modern slavery and forced labour.

Guideline

Suppliers shall not use forced, bonded, indentured, involuntary and exploitative prison labour, slavery or trafficking of persons. It should not restrict workers' freedom of movement in the facility in unreasonable ways.

Suppliers and agents shall not conceal, hold, destroy, confiscate or deny access by employees to employees' identity or immigration documents, such as government-issued identification, passports or work permits, unless such holdings are required by law.

Employee shall not pay recruitment fee of any kind to its employers or agencies for its recruitment. If any payment for such purpose is identified, the employer must return this payment to the employee.



愿景

鼓励供应商与利益相关方（如招聘机构、非政府组织和行业协会）开展建设性合作，从而培养意识并积极预防现代奴役及强制性劳动。

指引

供应商不应雇佣强制劳工、债役劳工、非自愿劳工、以及带有剥削性质的监狱劳工、奴隶或贩卖人口。同时，供应商不应以不合理方式对员工在厂内的行动自由进行任何限制。

除非法律规定，否则供应商和中介不应为政府签发的身份证、护照或工作许可等员工身份文件或移民文件进行隐瞒、扣留、毁坏、没收或拒绝员工获取。

员工无需为其受雇而向雇主或中介支付任何招聘费或其他相关费用。如果发现员工支付过任何上述费用，应将该费用返还给员工。

NO PRECARIOUS EMPLOYMENT

禁止无保障雇佣

Aspiration

Suppliers are encouraged to provide decent working conditions that also support workers, both women and men, in their roles as parents or caregivers, especially with regard to migrant and seasonal workers whose children may be left in their home towns.

Guideline

Suppliers shall ensure that all use of temporary, migrant, dispatch and outsourced labour are compliant with legal requirements including proportion, position and management.

Suppliers shall ensure that workers are provided with comprehensible labour contracts or agreement in workers' native language according to legal requirements, covering at least employment terms, positions, workplace, working hours, payment, benefits, etc.

Suppliers shall also manage student workers in accordance with applicable laws and regulations, including adequate record keeping, strict due diligence of educational partners and the protection of students' rights.



愿景

鼓励供应商提供体面的工作条件，以支持男性和女性工人作为父母或照顾者的角色，尤其是对于可能将子女留在家乡的移民工人和季节性工人。

指引

供应商应确保对所有临时工、外来务工人员、派遣工和外包工的聘用在雇佣比例、岗位安排及相关管理方面均符合法律要求。

供应商应确保所有工人根据法律要求以其母语签署可理解的劳动合同或协议，该合同或协议至少应涵盖聘用条件、工作岗位、工作地点、工作时间、劳动报酬、福利待遇等内容。

供应商应根据适用的法律法规对学生劳务人员进行管理，包括保留充分的记录、对教育合作伙伴进行严格的尽职调查以及保护学生的相关权益。

PROHIBITION OF CHILD LABOUR AND PROTECTION OF YOUNG WORKERS

禁止童工和保护未成年工

Aspiration

Suppliers are encouraged to have adequate policies, risk awareness, risk assessment and due-diligence processes in place to prevent child labour and protect young workers throughout their supply chain, and establish career development plan to promote the growth of young workers.

Guideline

Suppliers must not use child labour (under 16 years old).

Suppliers shall protect young workers (under the age of 18) from hazardous work, night-time and overtime work, and arrange health checks, and have relevant expenses covered, in accordance with legal requirements.



愿景

鼓励供应商制定完善的政策，培养预防童工的风险意识，建立风险评估和尽职调查程序，在整个供应链中防止出现童工现象和保护未成年员工，并为未成年员工制定职业发展计划以促进他们成长。

指引

供应商不得使用童工（16岁以下）。

供应商应保护未成年员工（18岁以下的工人）免于危险工作，夜间工作和加班，并根据法律要求安排健康检查并由公司承担费用。

CARING FOR FEMALE EMPLOYEES

关怀女性员工

Aspiration

Suppliers are encouraged to promote employment of female and establish risk assessment and due diligence processes to ensure the protection of female worker is adequately and effectively executed.

Guideline

Suppliers shall ensure female workers are treated equally.

Suppliers shall protect pregnant workers and nursing mothers from hazardous work, night-time and overtime work, and provide necessary accommodation and mandatory benefits such as maternity leaves and allowance in accordance with legal requirements.

Suppliers shall not refuse to hire job applicants for non-hazardous position or terminate a worker's employment solely based on the worker's pregnancy or nursing status.

Suppliers shall not prohibit female workers from becoming pregnant nor threaten female workers with adverse employment consequences, including dismissal, loss of seniority, or deduction of wages, as a mean to discourage them from becoming pregnant.



以人为本
People Oriented

愿景

鼓励供应商促进女性就业，并建立风险评估和尽职调查流程以确保女性保护相关措施得以充分实施。

指引

供应商应确保女性工人得到平等对待。

供应商应保护并避免孕期或哺乳期女工参与危险工作、夜间工作和加班，并根据法律要求为其提供必要的设施和福利，例如产假和津贴。

供应商不应仅因工人的怀孕或哺乳状况，拒绝其担任非危险职位的申请或终止其工作。

供应商不应禁止女工怀孕，也不应使用解雇、扣除工龄或扣减工资等不利工作后果进行威胁以阻止其怀孕。

PROHIBITION OF DISCRIMINATION AND DIGNITY AT WORK

禁止歧视及工作尊严



Aspiration

Suppliers are encouraged to provide diversity and inclusive working environment and job opportunities to vulnerable workers such as disabled workers.

Guideline

Suppliers shall be committed to a workforce free of harassment and unlawful discrimination, and shall not engage in discrimination based on race, colour, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training.

Suppliers should provide reasonable accommodation for religious purposes, and shall not require workers or potential workers to take medical tests or physical examinations that could be used in a discriminatory way.

There must be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers.

愿景

鼓励供应商提供多元化和包容性的工作环境，并为残疾工人等弱势工人提供工作机会。

指引

供应商应承诺全体员工不受骚扰及非法歧视。公司不应因人种、肤色、年龄、性别、性取向、性别认同和性别表现、种族或民族、残疾、怀孕、宗教信仰、政治派别、社团成员身份、服军役状况、受保护的遗传信息或婚姻状况等在招聘和雇佣过程中（如工资、晋升、奖励和培训机会等）歧视员工。

供应商应向员工提供合理的宗教活动所需便利。此外，不应强迫员工或准员工接受可能带有歧视性目的的医学检查或体检。

不应员工实施性骚扰、性虐待、体罚、精神或肉体胁迫或言语侮辱等严苛的非人道行为。

DECENT WORKING HOURS

体面的工作时间



Aspiration

Suppliers are encouraged to establish reasonable working hour plan and pre-alarm system to prevent incidents and minimise health impact while securing workers' income. Further, the working hour data shall be tracked regularly.

Guideline

Suppliers shall ensure protection of the workers right to rest in accordance with the relevant laws, regulations, as well as the specific requirements applicable for the adopted working time system.

All overtime shall be voluntary and adequate and accurate records of working hours shall be documented.

愿景

鼓励供应商在不影响员工收入和健康的前提下制定合理的工时计划和预警系统以预防事故的发生。此外，应建立员工工时数据定期追踪制度。

指引

供应商应根据有关法律、法规的规定及采用的工时制度所适用的具体要求，保障工人的休息权。

供应商应确保所有加班都是自愿的，并保持足够和准确的工作时间记录。

WAGES AND BENEFITS

报酬和福利



以人为本
People Oriented

Aspiration

Suppliers are encouraged to develop fair and competitive wage structures that match the skills and abilities of workers and regularly review the present condition according to periodic risk assessment result to seek opportunities for improvement.

Guideline

Suppliers shall ensure that wages of regular working hours are not less than local minimum wage, and overtime work is compensated according to legal requirements.

Suppliers should provide mandatory benefits to workers according to legal requirements, including social insurances, annual leaves, marriage leaves, maternity leaves, sick leaves, etc.

Suppliers should pay workers in a timely manner via bank transfer or cash together with pay slips that verify the remuneration for the work performed. No withholding of payment to workers is allowed.

Suppliers shall not deduct wages as a means of disciplinary penalty.

愿景

鼓励供应商建立与工人的技能和能力相匹配的、公平的和有竞争力的工资结构，并根据风险评估结果定期审查当前状况，以寻求改善的机会。

指引

供应商应确保正常工作时间的工资不低于当地最低工资标准，并根据法律要求支付加班费。

供应商应根据法律要求向工人提供强制性的福利，包括社会保险、年假、婚假、产假、病假等。

供应商应及时通过银行转账或者现金向工人支付工资，不应扣押，并提供工资单以核实工作报酬是否足额支付。

禁止将扣减工资作为一种纪律处罚措施。

FREEDOM OF ASSOCIATION, GRIEVANCE AND WORKERS INVOLVEMENT

自由结社，员工反馈与参与

Aspiration

Suppliers are encouraged to proactively conduct dialogues with employees to motivate workforce engagement, and foster constructive collaboration with stakeholders to build long-term relationship with industrial organisations.

Guideline

In conformance with local laws, suppliers shall respect the rights of all workers to establish and join labour unions of their own accord, and their rights to participate in collective bargaining and peaceful assembly as well as the rights to refuse partaking in such activities.

Suppliers shall establish effective processes that include grievance mechanism to assess employee's understanding of the Code, collect feedback and promote continuous improvement.

Suppliers shall ensure that the confidentiality, anonymity and protection of whistle-blowers with mechanism in place to prevent retaliation.



愿景

鼓励供应商积极与员工进行对话，激发员工参与度，同时与利益相关方进行建设性合作，与行业相关机构建立持久关系。

指引

供应商应根据法律要求尊重所有员工自愿组建和加入工会、进行集体谈判与和平集会以及拒绝参加此等活动的权利。

供应商应建立包括有效的申诉机制在内的有效流程，以评估员工对本准则的理解，获取针对实践和条件的反馈并持续改进。

供应商应确保举报者的隐密和匿名性得到保护，同时应建立防止打击报复的程序。

HEALTHY AND COMFORTABLE WORKING CONDITION

健康和舒适的工作条件

Aspiration

Suppliers are encouraged to identify, evaluate, and control workplace ergonomic hazards and regularly conduct ergonomic risk assessments for all new or modified production lines, equipment, tools, and workstations prior to production commencement.

Guideline

Suppliers shall ensure that the working condition, including factors such as temperature, humidity, illumination, noise, dust, chemical toxicity level, ergonomics, is healthy and comfortable.

愿景

鼓励供应商在投入生产之前识别，评估和控制所有新的或改动的生产线、设备、工具和岗位的人机工学危害，并定期进行人机工学风险评估。

指引

供应商应确保健康舒适的工作条件，包括温度、湿度、光照、噪音、粉尘、化学毒性、人机工程学。



COMMUNITY DEVELOPMENT

社区发展

Aspiration

Suppliers are encouraged to regularly review their community engagement programmes and assess the cost and impacts in connection with the annual turnover.

Guideline

Suppliers shall proactively participate in social activities initiated by the government, industrial associations or other social organisations, such as poverty alleviation and student-aid programmes, and activities that support disabled, left-behind children and other volunteering events.

愿景

鼓励供应商定期审查社区参与项目，评估其成本和影响与年度营业额的关联性。

指引

供应商应积极参与政府，行业协会或其他社会责任组织发起的社会活动。比如扶贫计划，援助学生计划，帮助残疾、留守儿童，志愿者活动等。



ETHICAL BUSINESS 诚信经营

BUSINESS INTEGRITY AND FAIR BUSINESS

诚信廉洁及 公平交易

Aspiration

Suppliers are encouraged to conduct due diligence prior to entering relationships with business partners, to investigate and evaluate the integrity, quality, suitability and credibility of all potential business partners.

Guideline

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorised, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

Suppliers shall establish and implement relevant policies and processes to avoid any substantial or potential Conflict of Interests. In any circumstances, if any actual or potential Conflict of Interest arises, suppliers shall take appropriate measures and disclose the relevant information to the stakeholders including BMW Brilliance timely and effectively.

Suppliers shall ensure that business activities related to fair business, advertising and competition, production safety, personal information protection are in conformance to legal requirements.



愿景

鼓励供应商在与商业伙伴建立关系之前进行尽职调查，以便调查和评估所有潜在商业伙伴的诚信、品质、适宜性以及信誉问题。

指引

供应商不得承诺、提供、授权、给予或接受贿赂或其他取得非法或不正当利益的手段。为获得或保留业务、指定业务给任何一方或者以其他方式获得不正当优势而直接或者通过第三方间接承诺、提供、授权、给予或接受任何有价值之物的行为均在受禁之列。应实施监督和执行程序以确保遵守反腐败的相关法律。

供应商及其员工应避免实际的或潜在的利益冲突，并为此制定、实施相关政策和程序。在任何情况下，如果存在或可能存在实际的或潜在的利益冲突，需采取负责任的应对措施，并确保信息及时有效地披露给包括华晨宝马在内的利益相关方。

供应商应确保商业活动遵守与公平交易、广告和竞争、安全生产、个人信息保护相关的法律法规的要求。

INFORMATION DISCLOSURE AND INFORMATION PROTECTION

信息披露及信息保护

Aspiration

Suppliers are encouraged to implement risk assessment and advance the information protection management system, and actively advocate the protection of personal information.

Guideline

Suppliers shall ensure that all business dealings should be transparently performed and accurately reflected on business books and records. Information regarding labour, environmental practices, business activities, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

Suppliers shall ensure that there is no falsification of records or misrepresentation of conditions or practices. It shall comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

愿景

鼓励供应商实施自身风险评估并完善信息保护管理体系，并积极倡导个人信息信息的保护。

指引

供应商应确保所有业务交易透明进行，并准确反映在商业账簿和记录中。有关劳工、环保实践、业务活动以及财务状况和绩效的信息应根据适用的法规和现行行业惯例予以披露。

供应商应确保无伪造记录以及状况或实践的虚假陈述。当收集、存储、处理、传输和共享个人信息时，供应商应遵守隐私和信息安全相关的法律法规要求。

INTELLECTUAL PROPERTY AND PRIVACY PROTECTION

知识产权和隐私保护

Aspiration

Suppliers are encouraged to regularly monitor potential threats on intellectual property and privacy protection, and take preventive actions to reduce the risks.

Guideline

Suppliers shall respect intellectual property rights.

Suppliers shall ensure the transfer of technology and know-how is to be done in a manner that protects intellectual property rights and safeguards stakeholders' information.

愿景

鼓励供应商定期监控自身在知识产权保护和隐私保护方面的威胁并采取行动降低风险。

指引

供应商应尊重知识产权。

供应商应确保在技术和专利的转让过程中知识产权和利益相关方的信息得到保护。



RESPONSIBLE SOURCING
OF MATERIALS

负责任的原材料采购

Aspiration

Suppliers are encouraged to regularly review the programmes of conflict mineral control and assess if the process is adequate and effective.

Guideline

Suppliers shall conduct due diligence to identify the source of the raw materials used in products, not knowingly provide products containing raw materials that contribute to human rights abuses, bribery and ethics violations, or negatively impact the environment, and use validated conflict-free smelters and refiners for procurement of tin, tungsten, tantalum, gold and cobalt contained in the products.

愿景

鼓励供应商定期审查冲突矿物控制方案，以评估该过程是否充分和有效。

指引

供应商应进行尽职调查以识别产品中使用的原材料的来源，不应故意提供含有会导致侵犯人权、贿赂和违反道德规范或对环境造成负面影响的原材料的产品。供应商应通过已验证的无冲突矿物冶炼厂和精炼厂来采购产品中所需的锡、钨、钽、金和钴这类矿物。



RESTRICTED SUBSTANCE IN MATERIALS

材料限制

Aspiration

Suppliers are encouraged to adopt new process and best practice which not only secure the supply of parts and components, but also to avoid the use of harmful and hazardous substances.

Guideline

Suppliers shall comply with all applicable laws and regulation regarding the restriction and registration of chemical substance contained in the end product or production process according to the statutory requirements that apply to the corresponding market.

愿景

鼓励供应商采用新的工艺和最优方案，在确保零部件的供应的同时避免使用有毒有害的物质。

指引

完成品或生产过程中所涉及的化学物质，供应商应确保其满足市场就上述物质限制和注册登记的相关法律法规要求。



ANIMAL WELFARE

动物福祉

Aspiration

Suppliers and their supply chain shall respect international ethical principles promoted by the Animal Welfare Committee (AWC) and World Organisation for Animal Health (OIE) regarding animal welfare.

Guideline

Suppliers shall implement standards to comply with animal welfare. Animal testing shall be avoided and methods free of animal testing shall be favoured, if animal testing is strictly required by law, in any case, national and international rules regarding animal protection and animal testing shall be followed.

愿景

供应商及其供应链应遵循动物福利委员会(AWC)及世界动物卫生组织(OIE)倡导的国际道德原则，以保障动物福祉得到保障。

指引

供应商应执行符合动物福祉的标准。一般而言，应该首选无动物试验，如果法规有严格要求必须进行动物实验，必须兼顾有关动物保护和动物测试的国家和国际法规要求。

FOREST PROTECTION

森林保护

Aspiration

Suppliers are encouraged to regularly review the programmes of conflict mineral control and assess if the process is adequate and effective.

Guideline

Suppliers shall proactively prevent deforestation and protect forest in their manufacturing and supply chain.

愿景

鼓励供应商调查和监督其纸制品和木制品的原料来源于可持续森林资源或者可回收资源。

指引

供应商在制造链和供应链中应主动防止毁林状况的出现，并保护森林。

COMPANY STATEMENT AND MANAGEMENT
ACCOUNTABILITY AND RESPONSIBILITY

公司承诺和管理责任

Guideline

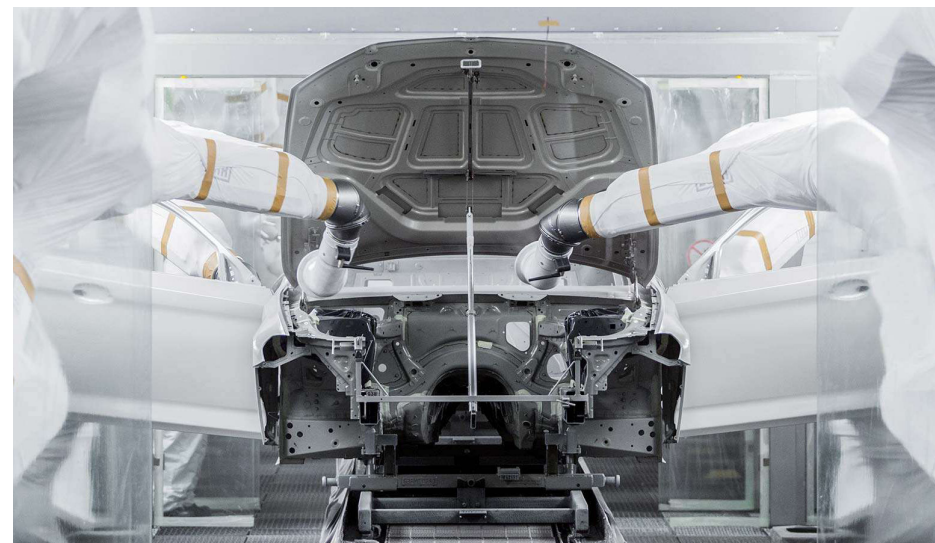
Suppliers shall have social responsibility policy statements (including labour and ethics) affirming commitment to compliance and continual improvement, endorsed by executive management and posted in the facility in a language that workers can understand.

Meanwhile it shall have formal social management function with clear definition of accountability and responsibility from direct workers to top management.

指引

为彰显对合规性和持续改进的承诺，供应商应在得到执行管理层的支持后制定社会责任政策的声明（包含劳工与道德），并以工人可以理解的语言张贴在厂区。

供应商应成立正式的社会责任管理职能，并明确规定从直接员工到最高管理者的责任和义务。

COMPLIANCE
AND RISK
MANAGEMENT

合规与风险管理

Guideline

Suppliers shall monitor, identify and understand applicable laws, regulations and customer requirements, including the requirements of this Code.

Suppliers shall identify risks associated with its operations pertaining to labour and ethics, and develop appropriate procedural and physical measures to control the identified risks and ensure regulatory compliance.

指引

供应商应具体观察，识别并监督理解适用的法律，法规和客户要求，包括本规范的要求。

供应商应识别运营中产生的劳工和道德相关的风险，并制定适当的程序和现实可行的措施，对已识别的风险加以管控并确保合规性。



OBJECTIVE AND PERFORMANCE MANAGEMENT AND TRAINING

目标绩效管理及培训

Guideline

Suppliers shall have performance objectives, targets and implementation plans to improve the social performance, including a periodic assessment of performance in achieving those objectives.

Suppliers shall also have programmes that aim at training managers and workers to implement policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

指引

供应商应制定绩效目标，指标和实施计划，以提升社会责任表现，并定期评估目标的达成状况。

供应商应建立相关的培训项目，以便管理层和员工能够执行相关政策，流程和改进目标，并满足适用法律法规的要求。

INTERNAL AUDIT AND MANAGEMENT REVIEW

内部审核和管理评审

Guideline

Suppliers shall have procedures in place to regularly conduct management review and internal audit to ensure social responsibility performance, and take corrective and preventive actions for all the findings.

指引

供应商应定期进行管理层评审和内部审核以确保社会责任的合规性，并针对所有问题点采取纠正和预防措施。

SUPPLY CHAIN MANAGEMENT

供应链管理

Guideline

Suppliers shall have process in place to communicate requirements described in this Code to suppliers, and to monitor their compliance against this Code.

指引

供应商应向其自身的下级供应商传达本准则要求并监督其基于本准则的合规性。

LEGAL AND COMMERCIAL CONSEQUENCES OF VIOLATION OF THESE REQUIREMENTS

违反上述要求的法律和商业后果

BMW Brilliance considers compliance with the requirements set out in this document to be essential to its business relations. Suppliers shall understand that for breaches of this guideline, BMW Brilliance may terminate business cooperation in accordance with relevant contracts, and/or not to consider further business cooperation. Furthermore, BMW Brilliance reserves the right to take appropriate legal action in accordance with laws, regulations, or relevant contracts, if necessary

华晨宝马认为，遵守本文件规定的内容对业务关系至关重要。供应商应理解对违反本指引的行为，华晨宝马可依有关合同约定终止业务合作且/或不予考虑新的业务合作。此外，华晨宝马保留在必要时依照法律、法规或有关合同约定采取适当法律行动的权利。



TOGETHER.

WE BUILD A RESPONSIBLE SUPPLY CHAIN.

携手共建.

负责任的供应链.



You can find further information online at:

[http://www.bmw-brilliance.cn/
cn/en/csr/download.html](http://www.bmw-brilliance.cn/cn/en/csr/download.html)