



## 关于劳动者保护相关社会责任行为的要求和声明

### Requirements and Statements on Social Responsibility Behavior

#### Related to the Protection of Workers

(第一版)

(Version 1)

山东招金金银精炼有限公司（以下简称招金金银精炼公司）系从事黄金及其它贵金属收购、精炼、加工、检测、销售及回购于一体的专业、大型现代化贵金属深加工及营销企业，招金金银精炼公司支持伦敦金银市场协会“负责任采购计划”目标的实现，与供应链上下游的客户和合作商密切合作，共同履行企业社会责任（CSR），构建可持续的产业链。

Shandong Zhaojin Gold & Silver Refinery Co., Ltd. (hereinafter referred to as Zhaojin Gold & Silver Refinery) is a professional, large-scale modern precious metal deep processing and marketing enterprise engaged in the acquisition, refining, processing, testing, sales and repurchase of gold and other precious metals. Zhaojin Gold & Silver Refinery supports the realization of the London Gold and Silver Market Association's "Responsible Procurement Plan" objective, works closely with customers and partners upstream and downstream of the supply chain to jointly fulfill corporate social responsibility (CSR) and



build a sustainable industrial chain.

招金金银精炼公司要求合作商遵守注册地及经营所在国家/地区的所有适用的关于劳动者保护的法律法规，以此作为与招金金银精炼公司合作的前提条件，招金金银精炼公司鼓励合作商采用国际公认的行业标准和行业最佳实践进行生产。在合理通知的情况下，招金金银精炼公司有权对合作商的现场进行检查，以评估合作商对本要求的履行情况。

Zhaojin Gold & Silver Refinery requires partners to comply with all applicable laws and regulations on labor protection in the country/region where partners is registered and operates as a prerequisite for cooperation with Zhaojin Gold & Silver Refinery, which encourages partners to adopt internationally recognized industry standards and industry best practices for production. With reasonable notice, Zhaojin Gold & Silver Refinery has the right to inspect the site of partners to assess partners' performance of this requirement.

本要求适用于招金金银精炼公司及其贵金属供应链上下游合作商。

The requirement is applicable to Zhaojin Gold & Silver Refinery and upstream and downstream partners of precious metal supply chain.

合作商必须确保所有员工自愿被雇佣，合作商不得雇用任何形式的奴隶（包括现代奴役劳动者）、强迫劳动者、抵



债劳动者、被贩卖人口或监狱劳动者。合作商不得限制人身自由，不得扣留身份证明文件，不得贩卖人口，包括不得通过威胁、强迫、强制、诱拐或欺骗方式运送、窝藏、招聘、转移或接收此类劳动者或服务。员工不得被要求向雇主或代理中介支付押金、招聘费或其他费用。

Partners must ensure that all employees are employed voluntarily and partners shall not employ any form of slave (including modern slave laborers), forced laborers, bonded laborers, trafficked persons or prison laborers. Partners shall not restrict personal freedom, detain identification documents, or traffic in human beings, including the transportation, harboring, recruitment, transfer or receipt of such laborers or services by threats, coercion, coercion, abduction or deception. Employees are not required to pay deposits, recruitment fees or other fees to the employer or the agency.

合作商应遵守所有适用的有关最低工作年龄的法律法规，禁止使用任何形式的童工。

Partners shall comply with all applicable laws and regulations regarding the minimum working age and prohibit any form of child labor.

合作商应在招聘时有效鉴别所有员工的年龄，低于 18 周岁的未成年工不得从事可能危及其健康或安全的工作。合作商应按照适用的法律法规要求保护学生工和学徒工。



Partners shall effectively identify the age of all employees at the time of recruitment, and minors under 18 years of age shall not engage in work that may endanger their health or safety. Partners shall protect the student worker and apprentice worker in accordance with applicable laws and regulations.

合作商应遵守所有适用的与工作时间及休息相关的法律法规，所有加班必须自愿。标准工作周（不含加班时间）应当根据法律确定但不可以超过 48 小时，并且每周总工作时间不得超过 60 小时。员工每连续工作六天后应至少有一天休息时间。

Partners shall comply with all applicable laws and regulations relating to working hours and rest and all overtime work must be voluntary. The standard working week (excluding overtime) shall be determined in accordance with the law but shall not exceed 48 hours, and the total working hours per week shall not exceed 60 hours. Employees should have at least one day off after six consecutive days of work.

合作商向员工支付的薪酬应符合所有适用的工资法律，包括有关最低工资、加班工资和法定福利在内的各项法律。合作商应足额、按时向员工本人支付工资并提供清晰易懂的工资单。

The remuneration paid by partners to its employees shall comply with all applicable wage laws, including those relating



to minimum wages, overtime wages and statutory benefits. Partners shall pay the employees in full and on time and provide clear and understandable payroll.

合作商不得使用暴力，包括但不限于言语侮辱、威胁、体罚、性骚扰或肉体胁迫员工。

Partners shall not use violence, including but not limited to verbal insults, threats, corporal punishment, sexual harassment or physical coercion against the employees.

合作商不得因人种、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、受保护的基因信息或婚姻状况等在聘用、薪酬、升迁、奖励、培训机会、解雇等用工行为中歧视员工。不得要求员工或准员工接受可能带有歧视性目的的医疗测试或体检。

Partners shall not discriminate against employees in employment, remuneration, promotion, rewards, training opportunities, dismissal and other employment practices based on race, color, age, gender, sexual orientation, gender identity and gender performance, race or ethnicity, disability, pregnancy, religious belief, political affiliation, membership of a community, protected genetic information or marital status. Employees or prospective employees are not required to undergo medical tests or physical examinations that may have discriminatory



purposes.

合作商应根据当地法律，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。合作商应建立有效的劳资沟通机制，定期与员工或员工代表沟通。员工和/或其代表应能与管理层就工作条件和管理实践公开交流沟通并表达看法和疑虑，而无需担心会受到歧视、报复、威胁或骚扰。

Partners shall respect the rights of all employees to voluntarily form and join trade unions, conduct collective negotiations and peaceful assemblies, and refuse to participate in such activities in accordance with local laws. Partners shall establish an effective labor-management communication mechanism to communicate regularly with the employees or employee representatives. Employees and/or their representatives shall be able to communicate openly with management on working conditions and management practices and express their views and concerns without fear of discrimination, retaliation, threats or harassment.

合作商应提供安全健康的工作环境。杜绝任何严重危及生命安全或健康的工作条件，防范任何重大火灾或爆炸事故发生，防范作业现场发生致命事故，防止在工作过程中发生或引起疾病，如传染病疫情导致集体性感染事件。

Partners shall provide a safe and healthy working



environment. Any working conditions that seriously endanger life safety or health shall be eliminated. Any major fire or explosion accidents shall be prevented. Fatal accidents on the operation site shall be prevented, and diseases occurring or caused in the working process, such as collective infection events caused by epidemic situation of infectious diseases, shall be prevented.

合作商应取得、维护并更新所有必要的健康和安全许可，并遵守这些许可的相关规定。

Partners shall obtain, maintain and update all necessary health and safety licenses and comply with the relevant provisions of these licenses.

合作商应识别、评估可能存在的健康安全风险（包括消防、工业卫生、强体力型工作、机器防护等），通过消除危害、替代、工程控制、预防性维护和安全工作流程（包括上锁/挂牌），来消除或降低风险，必要时，提供适当的个人防护用品。此外，还应采取适当的措施保护女工，尤其是孕妇和哺乳期女工的安全健康。

Partners shall identify and assess possible health and safety risks (including firefighting, industrial hygiene, strong physical work, machine protection, etc.), eliminating or reducing the risks by eliminating hazards, substitution, engineering control, preventive maintenance and safety work processes (including



locking/tagging), and providing appropriate personal protective equipment when necessary. In addition, appropriate measures shall be taken to protect the safety and health of female workers, especially pregnant and nursing female.

合作商应制定必要的程序和体系以预防、管理、跟踪和报告工伤和疾病，并实施纠正措施以消除影响，帮助员工重返工作。

Partners shall establish necessary procedures and systems to prevent, manage, track and report work-related injuries and diseases, and implement corrective measures to eliminate the impact and help employees return to work.

合作商应采用当地语言向员工提供适当的健康与安全培训，在工作场所张贴健康与安全相关信息。

Partners shall provide appropriate health and safety training to the employees in the local language and post health and safety related information at the workplace.

合作商应为员工提供干净的卫生间设施和饮用水，必要时提供干净卫生的食物、储藏与用餐设施。员工宿舍应保持洁净安全，以及合理的生活空间。

Partners shall provide the employees with clean toilet facilities and drinking water, and clean and hygienic food, storage and dining facilities when necessary. Employee quarters shall be kept clean and safe with reasonable living space.



合作商应识别并评估可能发生的紧急情况和紧急事件，包括但不限于火灾、爆炸、致命事故、集体中毒等，并通过实施应急方案及应对程序，包括：紧急报告、现场急救、通知和撤离程序、定期训练与演习和复原计划等，最大程度地降低对人身、环境和财产的影响。

Partners shall identify and evaluate possible emergencies and emergency events, including but not limited to fire, explosion, fatal accidents, collective poisoning, etc., and minimize the impact on person, environment and property by implementing emergency plans and response procedures, including: emergency reports, on-site first aid, notification and evacuation procedures, regular training and exercises and recovery plans, etc.

合作商高层管理者应定期评审自身及上游合作商，以确保其关于劳动者保护相关社会责任履行的适宜性、充分性和有效性。

Senior management of partners shall regularly review themselves and the upstream partners to ensure their suitability, adequacy and effectiveness in fulfilling their social responsibilities related to the protection of workers.