

Stanadyne LLC

思达耐有限公司

Stanadyne Suppliers' Code of Conduct Guide

思达耐供应商行为准则指南

Introduction: Stanadyne is committed to doing business in an ethical manner and with respect for our people and the communities in which they live. We believe that this commitment will benefit our customers and other stakeholders affected by Stanadyne's activities. For many reasons, it is, quite simply, the right thing to do. We recognize, however, that Stanadyne is but one link in a supply chain to the end user that is long and global. Therefore, it is essential that our suppliers also understand and appreciate the standards of business conduct that are expected of any company that does business with Stanadyne.

序言：思达耐承诺以合乎道德准则的方式开展业务，并尊重我们的员工和员工所居住的社区。我们相信，这一承诺将使我们的客户和思达耐活动所涉及的其他利益相关者受益。从各方面来看，这种做法显然是明智的。但是，我们认识到，思达耐只是针对最终用户的全球长期供应链中的一环。因此，我们的供应商也必须了解并理解与思达耐开展业务的公司应遵守的商业行为标准。

This Guide identifies our expectations concerning business conduct that are essential for companies that do business with Stanadyne. We also believe that these Standards will serve to advance the performance of our companies to our mutual benefit. Therefore, compliance with Stanadyne's Supplier's Code of Conduct Guide is a mandatory component of all Stanadyne purchase contracts.

本指南列出了与思达耐开展业务的公司必须遵守的商业行为标准。我们也相信，这些标准将有助于提升我们公司的业绩，实现双赢。因此，思达耐会在所有采购合同中强制要求供应商遵守思达耐的供应商行为准则指南。

We appreciate your thorough review of the standards set forth in this Guide.

感谢您仔细阅读本指南中规定的标准。

Respect for People: We expect every Stanadyne supplier to abide by all applicable employment laws. We believe every person should determine for his or herself whether employment is in his or her best interests. We believe that children should not be placed in a position of making this determination. Therefore, Stanadyne will not allow the use of labor by children under the age of sixteen unless as part of a government authorized job training or apprenticeship program that would clearly be beneficial to the individuals participating. We expect that our suppliers will not use of any forced or involuntary labor in any form, including human trafficking or physically abusive disciplinary practices.

尊重他人：我们希望思达耐的每位供应商都遵守所有适用的劳动法。我们认为，每个人都应该自己决定工作是否符合自己的最佳利益，但不应让儿童做出这种决定。因此，思达耐不允许使用未满 16 周岁的童工，除非是让儿童参与获得政府授权并且显然对参与人有益的职业培训或学徒计划。我们希望我们的供应商不会以任何形式使用任何强迫或非自愿劳工，包括人口贩运、身体虐待或纪律处分。

Stanadyne also expects its suppliers to provide employee wage and benefit levels that satisfy basic needs in light of local conditions. We also expect suppliers to abide by all applicable laws related to limits on regular and overtime working hours and compensation. And, we expect our suppliers to respect freedom of association of its employees in accordance with local laws.

思达耐还希望每位供应商能够根据当地情况提供满足员工基本需求的工资和福利水平。我们还希望供应商遵守有关正常和加班工时限制和薪酬的所有适用法律。此外，我们还希望供应商根据当地法律尊重员工的结社自由。

Safe and Positive Workplace: We believe that a diverse workforce fosters creativity and enthusiasm. We expect our suppliers to encourage a positive and diverse workplace by not tolerating harassment or discrimination, including that involving race, color, religion, sexual orientation, gender identity, national origin, protected veteran status, age or disability.

安全和积极的工作场所：我们相信，一个多元化的员工队伍可以提升创造力和积极性。我们希望我们的供应商能够鼓励营造一个积极和多元化的工作场所，不得容忍在种族、肤色、宗教、性取向、性别身份、国籍、受保护的退伍军人身份、年龄或残疾方面的骚扰或歧视。

Stanadyne also expects its suppliers to provide its employees with a safe and healthy work environment and to abide by all applicable health and safety laws.

思达耐还希望供应商为其员工提供安全健康的工作环境，并遵守所有适用的健康和安​​全法律。

Environmental Protection and Product Content: We expect that our suppliers will abide by all local environmental laws and regulations. In addition, we believe that Stanadyne suppliers should work to minimize waste, prevent pollution, and conserve energy. We also encourage our suppliers to seek external verification concerning their environmental performance, such as through the ISO 14001 certification process. Stanadyne suppliers are expected to use materials that conform to all legal and regulatory requirements and which also satisfy Stanadyne's product content rules identified in our Supplier Quality Manual.

环境保护和产品信息：我们希望供应商遵守所有当地环境法律法规。此外，我们认为，思达耐供应商应努力减少浪费，防止污染并节约能源。我们还鼓励供应商获得有关其环境绩效的外部验证，例如通过 ISO 14001 认证流程来验证。思达耐供应商所使用的材料应符合所有法律法规要求，并满足思达耐在供应商质量手册中规定的产品信息规则。

Stanadyne is also committed to adherence with "End of Vehicle Life" and "Registration, Evaluation, Authorization, & Restriction of Chemicals" ("REACH") requirements. Stanadyne suppliers are expected to cooperate fully with Stanadyne to satisfy these and other recycling and environmental and health protection initiatives.

思达耐还承诺遵守《关于报废汽车的技术指令》和《化学品的注册、评估、授权和限制》（“REACH”）的要求。思达耐供应商应与思达耐充分合作，以满足以上要求以及其他回收与环境与健康保护计划的要求。

Conflict Minerals and Other Product Origin Obligations: Stanadyne is committed to compliance with U.S. laws related to use of "conflict minerals". As a Stanadyne supplier, you are expected to respond to all requests for information related to product content and origin. When requested, you are expected to provide information related to product content and about country of origin.

冲突矿产和其他产品原产地义务：思达耐承诺遵守美国有关使用冲突矿产的法律。思达耐供应商应回复所有与产品内容和原产地相关的信息请求。如有要求，供应商还应提供与产品内容和原产国相关的信息。

Product Safety: Stanadyne suppliers are expected to take all reasonable safety measures in connection with the design and manufacture of products it sells to Stanadyne. It is the obligation of every Stanadyne supplier to inform Stanadyne immediately if a question concerning safety of a product sold to Stanadyne arises.

产品安全：思达耐供应商在设计和制造将要销售给思达耐的产品时，应采取一切合理的安全措施。如果出售给思达耐的产品涉及安全问题，供应商必须立即通知思达耐。

Supply Chain Transparency: Supply chain transparency is required to confirm compliance to this code of conduct. To monitor this, Stanadyne along with our customer will periodically request documentation, conduct onsite audits, review and approve corrective action plans, and verify implementation of corrective action where needed.

供应链透明：供应链透明是需要的，以确保符合本行为准则。为了监督供应商是否遵守这一规定，思达耐和我们的客户将定期索取相关文档，进行现场审核，审查和审批纠正措施计划，并在需要时验证纠正措施的实施情况。

Communication: Suppliers are expected to assist Stanadyne in enforcing this Suppliers' Code of Conduct Guide by communicating its principles to their supervisors, employees, and suppliers.

沟通：供应商应向其主管、员工和下级供应商传达本供应商行为准则指南的原则，以协助思达耐执行本供应商行为准则指南。

Gifts, Favors and Entertainment: Stanadyne will select its suppliers on the basis of total value, including quality, price and services offered. Therefore, suppliers should not offer gifts, favors or entertainment to Stanadyne employees that are of significant value (greater than \$100) or that are inappropriate or unbecoming to Stanadyne employees. Stanadyne employees are required to adhere to a corporate policy that prohibits them from accepting gifts and entertainment. You must not try to unfairly influence a Stanadyne employee through inappropriate gratuities. Ask your Stanadyne contract representative if any potential gift or entertainment is allowable under Stanadyne's policies. And, if a Stanadyne person solicits you for a gift or a favor, you should report that matter to Stanadyne HR.

礼品、好处和招待：思达耐将根据整体质量、价格和服务水平来选择供应商。因此，供应商不得向思达耐员工提供具有重大价值（超过 100 美元）或对思达耐员工不适当或不合适的礼品、好处或招待。思达耐员工必须遵守有关禁止收受礼品和招待的公司政策。您不得试图通过不适当的赠物来对思达耐员工产生不当影响。请咨询您的思达耐合同代表，以了解思达耐的政策是否允许您提供任何礼品或招待。如果思达耐员工要求您提供礼品或好处，您应向思达耐人力资源部报告此事。

Improper Payments: It is Stanadyne policy that bribes, kickbacks, or other improper payments may not be offered or paid directly by or on behalf of Stanadyne anywhere in the world to any officer, agent or employee of any customer, supplier, or competitor, or to a third party if you know or have reason to suspect that any part of the payment will be given or offered as a part of an improper payment. This includes, but is not limited to, payments to government officials. If you are acting on Stanadyne's behalf in any manner, you must comply with this policy. If you are performing services for Stanadyne, you may be required to certify and provide evidence of your understanding and compliance with this policy.

不当付款：思达耐政策规定，思达耐或其代表不得在全世界任何地方直接向任何客户、供应商或竞争对手的任何高级职员、代理人或员工提供或支付贿赂、回扣或其他不当付款，包括但不限于向政府官员付款，或者，如果您知道或有理由怀疑第三方会将其中任何款项作为不当付款支付给以上人员，则不得向该第三方提供或支付任何款项。如果您以任何方式代表思达耐行事，您必须遵守本政策。如果您为思达耐提供服务，您可能需要提供证据证明您理解并遵守本政策。

Negotiating Fairly and Honestly: Information which you give to Stanadyne during the course of negotiations or otherwise must be accurate. You must not attempt to improperly influence the course of negotiations through any deceptive means. You must abide by all laws and regulations that may affect our business together, including laws related to fair competition and trade practices.

公平诚实地谈判：您在谈判过程中向思达耐提供的信息必须准确无误。你不得试图通过任何欺骗手段对谈判进程产生不当影响。您必须遵守有关双方业务关系的所有法律和法规，包括与公平竞争和贸易惯例有关的法律。

Good Ethics is Good Business: As we do business together, we believe that adherence to the above principles will serve both of our companies well. If you have any questions concerning whether particular conduct related to your supply of goods or services to Stanadyne is appropriate, we invite you to bring that matter to the attention of your business contact at Stanadyne. He or she will provide assistance or will seek additional guidance as appropriate.

好的道德准则为经营之道：我们相信，当供应商与思达耐共同开展业务时，遵守上述原则将使我们双方共同受益。如果您在为思达耐提供商品或服务的过程中，不清楚某项行为是否合适，请联系思达耐的业务联系人。该业务联系人将为您提供帮助或者将根据情况寻求其他指导。

Questions and Concerns: If you have any questions or concerns related to any of the matters identified in this Guide, please contact your Stanadyne Purchasing representative.

问题和疑虑：如果您对本指南中确定的任何事项有任何问题或疑虑，请联系您的思达耐采购代表。

Thank you for your support.

感谢您的支持。

Stanadyne LLC

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