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Essendon Fields VIC 3041 Australia  
PH +61 3 9247 4777  
Visy Board Pty Ltd ABN 58 005 787 913  
[WWW.VISY.COM.AU](http://WWW.VISY.COM.AU)

Dear Supplier  
尊敬的供应商,

### Visy's Supplier Code of Conduct Visy 供应商行为准则

The Visy Group takes its commitment to responsible and ethical sourcing seriously.  
Visy 集团始终秉持贯彻负责且符合道德标准的采购准则。

As a New Supplier to the Visy Group you are required to comply with Visy's Supplier Code of Conduct, a copy of which is available on Visy's website. A copy of Visy's Supplier Code of Conduct is also enclosed with this letter.

作为Visy 集团的新供应商，贵司必须遵守Visy 的供应商行为准则，您也可以Visy 的官网上找到此供应商准则。此供应商行为准则会和此函件一同发送给贵司。

In order for Visy to source materials and/or services from you, you are required to review and confirm your compliance with Visy's Code of Conduct, by signing and returning a copy of this letter.

为了保证Visy 能够从贵司采购材料和/或服务，您需要查看并确认您遵守Visy 的供应商行为准则并签名和回传此信。

Failure to return a signed copy to Visy will mean that Visy WILL NOT be able to source materials and/or services from you.

若您未能及时将此信签名回传给Visy 集团，意味着Visy 将不会从贵司采购材料和/或服务。

We look forward to receiving the signed commitment from you.  
我们期待收到您的签字承诺。

Yours faithfully,  
您忠诚的,

**David Abela**  
Executive General Manager – Procurement

**Confirmation of Compliance with Visy's Supplier Code of Conduct**  
确认符合 Visy 的供应商行为准则



FOR A BETTER WORLD



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As a supplier of materials and/or services to the Visy Group, we hereby confirm that we have reviewed, understand and agree to comply with our obligations under Visy's Supplier Code of Conduct.

作为 Visy 集团的材料和/或服务的供应商，我们特此确认我们已经查阅，理解并同意遵守 Visy 供应商行为准则中的义务。

**Supplier entity name:**

供应商实体名称:

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**Signed by an authorized representative:**

授权代表签名:

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**Name of authorized representative:**

授权代表姓名:

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**Date:**

日期

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## SUPPLIER CODE OF CONDUCT 供应商行为准则

### PURPOSE & SCOPE 目的& 适用范围

Visy expects all its Suppliers involved in the supply of goods and services to observe the highest standards and conduct business in an ethical and professional manner at all times.

Visy期望为其提供产品及服务的供应商无论从道德和专业上始终能够按照最高标准和行为准则来经营管理，始终守极，以德业开展业务。

At Visy, we are guided by our [Values](#); in how we work, how we make decisions and how we treat others. They include: Customer Focus, Relentless Pursuit of Best Value, Acting with Urgency, Passion and Energy for our Business, Safety and Environment, and Encouraging and Developing Excellence in People. Visy's Supplier Code of Conduct supports these values.

在Visy，我们秉承我司的价值观，用以指导我们如何工作，我们如何做出决定以及我们如何对待他人。Visy集团价值观包括：以客户为中心，不懈地追求最佳价值，为我们的业务、安全和环境以紧迫感，激情和精力行事，以及鼓励和发展卓越人才。Visy的《供应商行为准则》契合这些价值观。

Visy is committed to sustainable sourcing practices that support long term value creation. We expect our suppliers to commit to minimizing their impact on the environment and assist us in achieving our sustainability ambitions.

Visy致力于支持长期价值创造的可持续采购行为。我们期望我们的供应商致力于最大限度地减少对环境的影响，并帮助我们实现可持续发展的宏伟蓝图。

We value diversity and inclusion and prefer suppliers who promote diversity in their operations and supply chains.

我们重视多元化和包容性，并更愿意与在运营和供应链中促进多元化的供应商合作。

Visy suppliers must take reasonable steps to ensure that this Code of Conduct (or an equivalent set of principles) is communicated to, understood by and complied with by its employees, contractors, agents and sub-contractors involved in supplying Visy.

Visy之供应商必须采取合理的措施确保其员工，承包商、代理和分包商知道，理解并能够遵守此准则（或同等准则）。

### DOCUMENT OWNER 文档的持有者

Visy Procurement 采购

### REVIEW DATE 审查日期

Yearly, at the start of the calendar year 每年一次，每年度起始时

### POLICY 政策

**Visy Suppliers:** 供应商：

- must comply with all applicable laws and regulations in all locations where they conduct business. The Supplier (and its directors and owners) is required to refrain from engaging in any criminal activity or participating in bribery, corruption or other prohibited business practices; 所有供应商在他们所开展业务的地区必须遵守所有适用的法律法规。供应商（董事及股东）禁止参与任何犯罪活动，贿赂，腐败及其他法律法规禁止的商业行为。

- must not offer any non-cash gifts / entertainment in excess of normal business practices, cash payments or kick-backs to any Visy employee which is likely to influence them to take an improper course in the future procurement of goods or services;  
禁止向Visy 雇员提供任何超出正常商业行为的非现金礼品/娱乐活动，现金或回扣，此类行为可能会致使Visy 雇员在之后的商品采购或服务的过程中有不当行为。
- must at a minimum comply with all applicable wage and hour laws and regulations, including those related to minimum wages and overtime rates, and provide legally mandated benefits including not exceeding mandated or prevailing work hours;  
必须遵守所有适用的工资和工时法律和法规（包括与最低工资，加班工资相关的法律法规），并提供法定福利，包括不超过规定的正常工作时间。
- must respect the legal rights of employees to join or refrain from joining worker organizations, including trade unions;  
必须尊重其雇员选择或拒绝参加工人组织（包括工会）的合法权利。
- must support and respect the protection of human rights and comply with laws regarding child labour and only employ workers who are the applicable minimum legal age (the minimum age for employment being the higher of 15 years of age or the minimum age for employment in the relevant country) and must not use at any time any form of slavery, servitude, forced labour, debt bondage, human trafficking, or deceptive recruiting for labour or services;  
必须支持和尊重对人权的保护，遵守有关童工的法律，并且只雇用符合适用最低法定年龄（最低就业年龄为15岁或符合所在国家最低就业年龄）的工人，并且不得在任何时候使用任何形式的奴隶制，奴役、强迫劳动、债役、人口贩运或欺骗性地招募劳工或服务；
- must not discriminate in hiring and employment practices on any grounds of race, religion, age, nationality, social or ethnic origin, sexual identity, gender, pregnancy and medical conditions, disability or any other legally determined discrimination;  
不得在招聘和雇佣中有歧视行为，包括种族、宗教、年龄、国籍、社会或民族背景、性倾向、性别、孕产状况，残障及其他法律明确的歧视。
- must provide their employees with a safe and healthy workplace in compliance with all applicable laws and regulations and have systems, training, and emergency equipment in place to effectively respond to and manage incidents and emergencies;  
必须为其雇员提供符合所有适用法律法规的安全健康的工作场所，并拥有适当的应急系统，安全培训和应急设备，以有效应对和管理任何紧急情况；
- must implement controls and initiatives to manage and minimise the environmental impacts from their operations, products and services and comply with all applicable environmental laws and standards including holding any relevant permits and licenses;  
必须实施环保管控措施，尽量减少其运营，产品和服务对环境的影响，持有相关许可和执照并遵守所有适用的环境法律、法规和标准。
- must not act, or be perceived to act, in any way which is likely to damage Visy's reputation in the marketplace;  
不得以任何行为及方式有损Visy在市场上的声誉。
- must, to the extent permitted by law, have appropriate systems in place through which allegations of wrongdoing may be reported, investigated and dealt with;  
在法律允许的范围内，必须建立顺畅机制，以发现、调查和处理一切不当行为。

- must take appropriate steps to protect and keep confidential the proprietary information and intellectual property of Visy and only use Visy's confidential information for purposes authorised by Visy;  
必须采取恰当的措施来保护和保密Visy的专有资料和知识产权，且所有保密资料使用之前必须经过Visy授权。
- must comply with all economic and trade sanctions in the jurisdictions in which they operate applicable to their business activities;  
必须遵守其经营所在司法管辖区内适用于其业务活动的所有经济和贸易制裁规定；
- must actively protect the private information, data and networks of Visy, Visy's customers and supply chain, by implementing best practice technical solutions and security measures to protect Visy and our customers and supply chain from privacy, data and cyber breaches, and notify Visy immediately when the Supplier becomes aware of a privacy, data or network breach.  
必须实施最优信息技术解决方案和安全措施积极主动保护Visy、Visy客户和供应链的私人信息、数据和网络，以保护Visy以及我们的客户和供应链免受隐私、数据和网络泄露，并在供应商意识到隐私、数据或网络泄露时立即通知Visy。

Visy reserves the right at any time to (i) conduct an audit of (or arrange a third party to audit) the Supplier (and the Supplier agrees to facilitate access to its premises and those of any sub-contractors for this purpose) at Visy's reasonable prior written request; and/or (ii) request reasonable documentation and/or completion of a questionnaire, to confirm that a Supplier complies with the above obligations. Visy also reserves the right to restrict business or terminate dealings with any suppliers who fail to adhere to this Supplier Code of Conduct, depending on the seriousness and circumstances.

Visy在任何时候保留以下权利

1. 对供应商进行(或安排第三方审计)审计，且在供应商同意许可前提下，也包括对其分包商进行审核
2. Visy 有权要求供应商提供相应的文件或完成调查问卷，以确保供应商忠实履行以上准则。

此外，倘若任何供应商未能守此准则，Visy 有权根据客观环境及具体情况对其进行限制或终止与该供应商之间的业务往来。