

# SONOS

## Supplier Code of Conduct

*The SONOS Supplier Code of Conduct (Code) is based on the International Labor Organization (ILO) conventions, local laws, universally accepted fundamental principles, and Responsible Business Alliance (RBA) industry standards. The Code establishes the expectations of Corporate Social Responsibility (CSR) that all suppliers need to adhere to, at a minimum. Where local laws or national regulations are more stringent in the location that the business operates in, suppliers shall meet the highest requirement.*

### CSR COMMITMENT

SONOS and its affiliates are committed to corporate social responsibility and responsible sourcing to ensure safe working conditions, respect of worker rights, and environmentally conscious business operations. We strive to uphold the highest level of honesty and integrity in our business and expect these shared values from our partners. All SONOS suppliers shall comply with the Supplier Code and other applicable local laws not explicit in the Code. We encourage our suppliers to adhere to the highest level of compliance and adopt a proactive approach to continuous improvement. Suppliers shall also communicate and share this Code with their next tier suppliers, agents, and third party partners to ensure alignment of CSR expectations throughout the supply chain. In the event that a supplier has a code of conduct specific to their business, and that code of conduct is based upon the RBA industry standard, supplier may petition SONOS for supplier's code of conduct to apply to the SONOS relationship, which SONOS may consent to in its sole discretion. SONOS understands the challenges in the space we and our business partners operate in. We value transparency and partnership, and will continuously work to support our suppliers in overcoming challenges and share industry best practices.

#### Freely Chosen Employment

All workers shall have the right to enter into and terminate employment freely. There shall not be any use of forced, bonded or involuntary labor. This includes human trafficking: transporting, harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.

#### Child Labor

There shall not be recruitment of any child labor under 16. Young workers under the age of 18 shall not perform hazardous work that is likely to jeopardize their health and safety.

#### Working Hours

Suppliers shall ensure that working hours comply with national laws and collective agreements. All workers should have at least

#### Freedom of Association

Workers shall have the right to join or form trade unions of their own choice and be allowed to bargain collectively, without penalty or interference.

#### Non-Discrimination

There shall not be any discrimination in recruitment and employment practices, such as compensation, promotion, termination or retirement based on race, caste, social or ethnic origin, religion, disability, age, marital status, sexual orientation, gender, or political affiliation.

#### Wages and Benefits

Wages and benefits shall be paid in a timely manner for a standard working week to meet, at a minimum, legal requirements and the basic living needs of workers. Wage

one rest day after six days of continuous work and all overtime work must be voluntary.

deduction as a disciplinary measure shall be prohibited. Overtime hours shall be compensated in accordance to local laws.

### Humane Treatment

Workers shall be treated with respect and dignity. Suppliers shall not use corporal punishment, threats or physical abuse on workers. Sexual or other harassment and intimidation are also prohibited.

### Business Integrity & Ethics

Suppliers shall adhere to the highest standards of ethical requirements to business integrity to prohibit corruption and bribery.

### Subcontracting

Suppliers shall request a written consent from SONOS on any subcontracting work and may only work with a new subcontractor after they have agreed to comply with this Code. Unauthorized subcontractors are strictly prohibited.

### Health & Safety

Suppliers shall provide a safe and hygienic working and living environment to all workers with access to potable water and sanitary facilities. Appropriate training shall be conducted to exercise emergency precaution and promote workplace safety.

### Management Systems

Suppliers shall take proactive approach to creating and implementing effective systems to ensure compliance with the Code of Conduct and encourage ownership of internal CSR program.

### Environment

Suppliers shall comply with all applicable environmental policies and local regulations. Suppliers shall continuously monitor and manage all production processes including raw materials procurement, chemicals handling, emissions, effluent discharges, and disposal of hazardous waste to minimize negative impacts on the environment.

*A supplemental guidance document is also provided by SONOS to support suppliers on Code implementation.*

With my signature below, I affirm that I have read and understand the SONOS Supplier Code of Conduct and I agree to comply with the above Code and other applicable local laws not explicit in the Code. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.

Supplier:

Sonos:

**Sonos, Inc.**

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Title:

Title:

Address:

Phone:

Email:

Date:

# SONOS

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## SUPPLEMENTAL GUIDANCE TO SUPPLIER CODE OF CONDUCT

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## INTRODUCTION

At SONOS we conduct business with suppliers globally who are of diverse socioeconomic and cultural backgrounds. We are committed to uphold the highest quality of social, ethical, and environmental standards in our supply chain. We strive to work with suppliers who share common values with us in responsible sourcing. Together with your help, we can promote and influence sustainable and positive impacts throughout our supply chain and the industry.

We encourage our suppliers to adhere to the highest level of compliance and adopt a proactive approach to continuous improvement. SONOS understands the challenges in the space that we and our business partners operate in. However, we assess our supplier's commitment to our values with these requirements and our goal is to work with suppliers to improve working conditions and management systems to ensure safe production operations for all.

We value transparency and partnership, and strive to support our suppliers in overcoming challenges and to share in industry best practices. SONOS and its affiliates are committed to corporate social responsibility and responsible sourcing to ensure safe working conditions, respect of worker rights, and environmentally conscious business operations. We strive to uphold the highest level of honesty and integrity in our business and expect these shared values from our partners. All SONOS suppliers shall comply with the Code and other applicable local laws not explicit in the

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*☞ Suppliers shall also communicate and share this Code to their next tier suppliers, agents, and third party partners to ensure alignment of CSR expectations throughout the supply chain.*

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Code.

### **How can this help you?**

This document will be useful in providing additional context and explanation to SONOS Code of Conduct. While this guidance is optional and supplemental, adherence to the Code of Conduct is mandatory. We hope that this supplemental guidance can better support your CSR program and your supply chain partners' CSR programs.

In particular, this guidance document outlines our current approach to ethical sourcing and establishes the expectations of our suppliers. We recognize that our business partners also have expectations of us and may have additional questions on our approach. If there are any further questions that cannot be answered in this supplemental guidebook or from local government agencies, please contact SONOS CSR team for additional support.

**Who should read this document?**

We welcome everyone in your organization and your supply chain partner organizations to review this document. In particular, we encourage the following personnel to review this guidance document in detail:

- ➔ Senior management team
- ➔ HR manager and team
- ➔ Environment, health and safety (EHS) team
- ➔ Production line leaders
- ➔ Worker representatives

		KEY PERSON (S)				
		Senior management	HR management	EHS team	Production Line leaders	Worker representatives
<b>CODE OF CONDUCT</b>	Freely Chosen Employment	✓	✓		✓	
	Child Labor	✓	✓		✓	
	Working Hours	✓	✓		✓	✓
	Wages and Benefits	✓	✓		✓	✓
	Freedom of Association	✓	✓		✓	✓
	Non-Discrimination	✓	✓		✓	✓
	Humane Treatment	✓	✓		✓	✓
	Subcontracting	✓	✓		✓	
	Management Systems	✓	✓			
	Business Integrity & Ethics	✓	✓			
	Health and Safety	✓		✓	✓	
	Environment	✓		✓	✓	

## CRITICAL/MINIMUM REQUIREMENTS

- No forced labor present in supplier facility in any form such as prison, bonded, indentured, or trafficked labor.
- No child labor (workers under the age of 16) found in supplier facility.
- No operation of business without legal license or requisite environment and firefighting permits.
- No workers subjected to harassment and abuse, whether verbal, physical, mental, psychological, or sexual.
- No legal minimum wage is not paid correctly per legal regulations.
- No working conditions found to be hazardous or pose serious danger to workers' health or life.
- No hazardous discharges (in solid, liquid, or gaseous forms) to the environment that seriously deteriorate the health of the local community.
- No subcontracting SONOS production to unauthorized production facilities or parties.
- No limiting or denied access of SONOS staff or third party monitors to assess facility on SONOS behalf.
- No presence of bribery and corruption.
  - SONOS has a strict policy on bribery and corruption. We and our business partners strive to conduct business with integrity and ethics. Any offer, solicit, or acceptance of payments and gifts to SONOS associates and affiliates is strictly prohibited.

## SUMMARY OF REQUIREMENTS

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### Legal Compliance

- Compliance with national laws and local regulations
  - Maintain valid legal documents (e.g. permits, certificates, licenses)
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### Social & Labor Compliance

- No child labor
  - Young workers prohibited from hazardous and night work
  - No forced labor, in any forms
  - Respect for freedom of association and collective bargaining
  - No discrimination, in any forms
  - Treat workers with dignity and respect
  - At least minimum wage for all workers
  - Living wages paid on time
  - No excessive working hours
  - Safe and hygienic working and living environment for workers
  - Effective emergency or fire safety protocols
  - Valid firefighting permits
  - Occupational disease protection acceptance final approval
- 

### Environmental Compliance

- Compliance with national laws and local regulations
  - Monitoring of production processes and environmental impact
  - Management of environmental performance and set targets for environmental sustainability
  - Reduction of hazardous chemicals, waste, and emissions into the environment
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### Management Systems

- Assign responsibility to key persons to lead compliance and internal policies
  - Maintain effective documentation and records
  - Update all permits, licenses, registration to ensure validity
  - Implement training protocols and keep records
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**Business Integrity**

- No bribery or corruption
  - Transparency and commitment to ethical sourcing
  - Open communication with business partners and customers
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## CODE OF CONDUCT GUIDANCE

### 1. FREELY CHOSEN EMPLOYMENT

All workers shall have the right to enter into and terminate employment freely. There shall not be any use of forced, bonded or involuntary labor.

- 1.1 All forms of forced, slave, bonded, trafficked, indentured and prison labor are strictly prohibited. Suppliers shall have adequate and effective policies to ensure that any form of forced labor is not used during production. This includes human trafficking: transporting, harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.
- 1.2 Workers shall not work against their will or in a manner outside of their labor contract. Suppliers must have a written policy that is effectively communicated and implemented.
- 1.3 Contracts must be lawful and provided to workers in their native language. Contracts may not contain clauses that put any restriction on workers' movement or prevent a worker from terminating the business relationship.
- 1.4 Workers must have the right to end their employment after giving reasonable notice. Wages shall be paid promptly and without penalty and may not be withheld as a tactic to prevent or punish a worker from leaving. Fines for terminating employment contracts are also prohibited.
- 1.5 Factories may only work with legal employment agents or labor brokers. Recruitment fees are the responsibility of the supplier and workers should bear no cost for this service.
- 1.6 Workers shall have the right to move freely throughout the factory/site – to use the toilets, drink water, take designated breaks, receive medical attention, visit religious facilities, and leave the factory/site at the end of their shift. They shall have the option to refuse overtime and/or hazardous work without fear of disciplinary action, discrimination, or termination
- 1.7 Permission to leave the factory/site shall be granted without disciplinary penalty. Requests for leave shall be simple for a worker to submit.
- 1.8 Workers living in factory/site dormitories shall not have their movement unreasonably restricted.

- 1.9 Passports, work permits, and travel documentation may not be withheld by the supplier as a means to control movement. In circumstances where a worker has given written permission to a factory/site to hold their passport, the worker must have full, immediate access to their documents and the supplier is responsible to provide safe storage for workers' personal documents.

## 2. CHILD LABOR

There shall not be recruitment of any child labor under 16. Young workers under the age of 18 shall not perform hazardous work that is likely to jeopardize their health and safety.

- 2.1 Children under the age of 16 are prohibited from employment.
- 2.2 Suppliers shall conduct age verification of all workers prior to first day of work and maintain official age proof records for all workers without exception.
- 2.3 Children shall not be present in production areas, especially restricted hazardous area.
- 2.4 Childcare facilities shall be secure and separate from production area.
- 2.5 Young (or juvenile) workers above the legal working age but under 18 shall not work at night or in jobs that are hazardous to their health, safety, or development.
- 2.6 Young workers shall not work overtime. Suppliers are responsible for registering young workers with local authority.
- 2.7 Apprentices and young workers who are subject to compulsory education laws may only work outside of school hours.

Suppliers shall ensure that working hours comply with national laws and collective agreements. All workers should have at least one rest day after six days of continuous work and all overtime work must be voluntary.

## 3. WORKING HOURS

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- 3.1 Factory/site shall have a written policy for working hours and overtime that is in accordance with legal requirements and clearly states that all overtime are voluntary. Such policy must be communicated to all workers.
- 3.2 Suppliers are required to have a reliable time keeping systems that can be tracked and verified. Where manual time card tracking is used, records must include daily in an out times, breaks and employee signature at a minimum.
- 3.3 Workers are responsible for tracking attendance times and shall have unrestricted access to own time cards. In the situation that a supervisor records these times, a signature confirming the accuracy of hours is required.
- 3.4 Attendance records will be maintained onsite for no less than 12 months.
- 3.5 One day of rest shall be provided during every 7 day period unless workers agree and are provided an additional day of rest during the following week.
- 3.6 Per RBA standards, weekly working hours should not exceed 60 hours, including overtime.

SONOS understands that adherence to working hour requirements may be challenging during circumstances such as strikes, labor shortage, peak production seasons, and etc.

However, at the minimum, we expect suppliers to take a transparent and continuous improvement approach to better manage working hour conditions.

We would also like to encourage suppliers to communicate with SONOS if longer working hours occur during exceptional or unusual cases.

## 4. WAGES AND BENEFITS

Wages and benefits shall be paid in a timely manner for a standard working week to meet, at a minimum, legal requirements and the basic living needs of workers. Wage deduction as a disciplinary measure shall be prohibited. Overtime hours shall be compensated in accordance to local laws.

- 4.1 Suppliers shall keep a payroll system documenting wages paid to each worker by hour, day, month or piece as applicable. Payroll records must accurately reflect regular hours, overtime hours, bonus, holiday pay, and etc.
- 4.2 All workers shall be fairly compensated for their work and paid in regular intervals without delay. Legal minimum wage (local or national, whichever highest) shall be guaranteed to all workers. Worker paid by piece rate or on a temporary contact are no exception.
  - 4.2.1 Pay slips must be in a language the worker understands, with all explanation of payment such as
    - Time and days worked
    - Wage or piece rate earned per day
    - Regular and overtime hours, bonuses
    - Allowances and description of deductions
- 4.3 Overtime hours must be compensated at the legally mandated premium rates.
- 4.4 Workers should be well informed and knowledgeable about their wages, how they are calculated, withholdings and other legal deductions prior to starting employment. Documented understanding shall be kept in their personnel file.
- 4.5 Disciplinary deductions are prohibited.
- 4.6 The supplier must pay and/or provide all legally required benefits, including holidays, paid leave, social insurance and medical benefits. The supplier will also provide, at no cost to workers, the tools needed to perform their jobs.
- 4.7 Probationary employment periods may not exceed legal limits and a worker should have no more than one probationary period. When the probationary period is over, a worker's seniority date should be considered the start date of the probationary period.

- 4.8 Current and accurate payroll, wage and hour documentation shall be maintained for current and terminated workers for at least one year after the end of employment or longer if required by law.

## 5. FREEDOM OF ASSOCIATION

Workers shall have the right to join or form trade unions of their own choice and be allowed to bargain collectively, without penalty or interference.

- 5.1 Supplier shall have a policy and procedures on freedom of association and will comply with local laws and regulations. Training shall be provided to all workers on this policy.
- 5.2 Suppliers shall respect workers' right to associate or join legal organizations of their choosing. They shall not suppress or take negative action against workers that associate or organize. They will respect the rights of those that refrain from joining a trade union. Suppliers will not terminate or deny a promotion to any worker attempting to join a union or bargain collectively.
- 5.3 Where local law limits the right to freely associate, suppliers shall establish policies and procedures providing for parallel means of workers organizing.
- 5.4 Suppliers will not interfere in representative elections. Management will be kept separate from these activities and not favor one organization over another.
- 5.5 Where a collective bargaining agreement exists, suppliers will comply with all contractual provisions.
- 5.6 Suppliers will engage with representatives for the purpose of collective bargaining. Individuals should be recognized by the majority of workers as their bargaining representative. Factories shall maintain records and minutes for labor union meetings.
- 5.7 Workers should have the ability to raise concerns related to freedom of association and collective bargaining through the factory/site's established grievance mechanism.

## 6. NON-DISCRIMINATION

There shall not be any discrimination in recruitment and employment practices, such as compensation, promotion, termination or retirement based on race, caste, social or ethnic origin, religion, disability, age, marital status, sexual orientation, gender, or political affiliation.

- 6.1 Suppliers shall not engage or tolerate discrimination in their hiring, compensation, training opportunities, promotion, termination and retirement procedures. A policy and procedure shall be established and effectively communicated to all employees.
- 6.2 All current or prospective workers shall be given an equal opportunity to employment regardless of race, color, creed, religion, sex, age, mental or physical disability, sexual orientation, gender identity, pregnancy, marital status, nationality, ancestry, political opinion, trade union affiliation, social or ethnic origin, genetic information, protected veteran status or any other status protected by country law.
- 6.3 Refusal to hire workers based on their associations with a particular group or status is strictly prohibited. Threatening, disciplining, punishing or firing specific groups of workers is strictly prohibited.
- 6.4 Factories may not retaliate against an individual for filing a good faith charge of discrimination, participating in an investigation, or opposing discriminatory practices.
- 6.5 Medical exams may not be administered unless required by law. They may not be used as a means for hiring or termination.
- 6.6 Pregnancy testing is strictly prohibited and management may not inquire about female workers' pregnancy status. These rights may not be restricted nor used to discriminate against the worker when considering their work status.
- 6.7 Workers returning to work post maternity/paternity leave shall keep their same position.
- 6.8 Religious observance including prayer breaks and religious holidays shall be provided.

Workers shall be treated with respect and dignity. Suppliers shall not use corporal punishment, threats or physical abuse on workers. Sexual or other harassment and intimidation are also prohibited.

## 7. HUMANE TREATMENT

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- 7.1 There shall be a written policy on worker treatment, including acceptable and unacceptable conduct, and a procedure to handle cases where violations occur. Effective communication and training of the policy must be provided to all employees during orientation on a regular basis thereafter, including when policies are updated.
- 7.2 Workers must never be threatened with physical contact. Sexual harassment is strictly prohibited. Preferential treatment may not be offered in exchange for sexual engagement between management and workers. Workers who refuse inappropriate advances may not be retaliated against.
- 7.3 Illegal methods of discipline and threatening to withhold a worker's basic rights is strictly prohibited. Suppliers may not limit a workers access to food, water, toilets, medical care and other basic services as a means to coerce behavior, nor will these basic rights be used as an incentive to work.
- 7.4 Intimidation tactics must never be used to create fear in workers including throwing objects, raising one's voice or using excessive profanity.
- 7.5 Monetary fines may not be used to penalize workers.
- 7.6 There shall be a written policy and procedure in place for handling workers' grievances in a confidential manner that allows a worker to report a grievance to a person other than the worker's direct supervisor. Part of the procedure must include a system to review and resolve complaints effectively.
- 7.7 Grievance systems must be communicated and understood by workers. Policies shall be communicated during new worker orientation and present in employee handbooks. Suggestions boxes shall be anonymous and easily accessible to workers.

Suppliers shall request a written consent from SONOS on any subcontracting work and may only work with a new subcontractor after they have agreed to comply with this Code. Unauthorized subcontractors are strictly prohibited.

## 8. SUBCONTRACTING

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- 8.1 All subcontractors must be disclosed to and approved by SONOS prior to work start.
- 8.2 Suppliers shall be responsible for the subcontractor's conduct and ensure that they comply with SONOS Code of Conduct.

Suppliers shall take proactive approach to creating and implementing effective systems to ensure compliance with the Code of Conduct and encourage ownership of internal CSR program.

## 9. MANAGEMENT SYSTEMS

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- 9.1 Suppliers are responsible for developing management systems to prevent non-compliance with SONOS Code of Conduct and assigning responsibility and accountability to capable person(s) who understand the expectations of the Code.
- 9.2 Suppliers shall have written policies and internal procedures to oversee all aspects of SONOS Code of Conduct.
  - 9.2.1 Policies should include but are not limited to the following:
    - Hiring requirements
    - Grievance mechanisms
    - Worker awareness and discipline training
    - Health and safety training
    - Anti-bribery or gifting protocols
- 9.3 Suppliers shall provide awareness and training to all workers, including administration staff and managers/supervisors, with proper documentation.
- 9.4 Policies, procedures, and the people responsible shall be reviewed on a regular basis. Amendments or changes shall be updated as applicable.

- 9.5 Where violations occur, suppliers will review each violation and develop a corrective action plan that will address the root cause and take preventive actions to reduce or eliminate recurrence in the future.
- 9.6 Suppliers shall take ownership of their supply chain and conduct internal audits as needed.
- 9.7 The factory/site's policies shall be communicated to their business partners and subcontractors and written confirmation of receipt shall be maintained.
- 9.8 A personnel file must be available for each worker and must include, at a minimum a copy of age verification document (i.e. government issued ID card, passport, social insurance card, etc.) and a recent photo.

## 10. BUSINESS INTEGRITY & ETHICS

Suppliers shall adhere to the highest standards of ethical requirements to business integrity to prohibit corruption and bribery.

- 10.1 Suppliers shall not offer, pay, solicit, or accept bribes, including facilitation payments or other gifts that are intended for inappropriate advantages.
- 10.2 Suppliers must have an ethical policy and procedure in place and provide training on the topic to all workers.

## 11. HEALTH & SAFETY

Suppliers shall provide a safe and hygienic working and living environment to all workers with access to potable water and sanitary facilities. Appropriate training shall be conducted to exercise emergency precaution and promote workplace safety.

- 11.1 Suppliers shall establish a system in place to support compliance efforts with legal health and safety regulations.
- 11.2 Suppliers shall appoint a health and safety manager to lead the health and safety committee. This includes responsibilities such as monitoring of all required documents, conducting training protocols, and ensuring a safe work environment.

- 11.3 Permits and certificates related to inspections, substances, building and equipment operations, and workplace safety must be available and valid (not expired).
  - 11.3.1 The structure of the production and residential facilities shall be stable, safe and shall not put workers' health or safety in jeopardy. Permits must be updated if there are any new expansion or modification projects on site.
  - 11.3.2 A valid fire license, which covers the entire facility premise, must be maintained and available.
  - 11.3.3 Special equipment are required to be registered. Permits must be valid for special equipment operations.
  - 11.3.4 Occupational disease hazards registration and hygiene monitoring reports on indoor air quality must be available.
- 11.4 Health and safety training must be provided to all workers. Drills and fire-fighting equipment checks must be done routinely and all records must be documented.
- 11.5 Supplier shall develop and communicate an emergency and fire evacuation plan.
  - 11.5.1 Diagrams must be posted in various, prominent locations around the facility. Maps shall be in the local language of the workforce and include a "you are here" mark, accurate layout, fire extinguishers, and instruction of what to do during an emergency event, so workers and visitors can exit the building efficiently and safely during an emergency.
  - 11.5.2 Aisles, exits and stairwells must be clear from obstruction at all times. Workers cannot be blocked into their workstations.
  - 11.5.3 Emergency lighting must be available at all stairways and as needed in exit routes. Suppliers shall have secondary power supply in case of emergency black-out. Inspection of emergency lighting shall occur periodically and in accordance with local law.
  - 11.5.4 All exits must be clearly marked, and doors that are not exits shall be labeled accordingly in the local language of the worker with "Not an Exit."
  - 11.5.5 Exit doors must never be locked and must open in the direction of egress.

- 11.5.6 The number of emergency exits shall be in accordance with local law. Two exits are suggested where no law exists.
- 11.5.7 Firefighting equipment, including fire extinguishers, must be clearly marked, easily accessible and properly maintained at all times.
- 11.5.8 Fire extinguishers must be routinely checked and inspections shall be documented.
- 11.5.9 Types of fire extinguishers shall be based on potential fire class of the existing hazards in the facility.
- 11.5.10 A minimum of one fire extinguisher must be installed per 100 square meters or at least 2 on every level if the total area is below 200 square meters.
- 11.5.11 Electrical equipment and wiring shall be properly maintained, covered/insulated to prevent exposure of wires.
- 11.6 Machines shall have appropriate safety guards in place. Workers must be provided with all necessary personal protection equipment (PPE) to ensure safety at no cost. Training must be provided and documented to workers routinely to help them understand how to operate machines safely and use PPE.
- 11.7 Chemicals and gas tanks/cylinders shall be stored in a separate covered area equipped with appropriate fire extinguishers, safety signs, ventilation, anti-explosive lights, and instructions for handling.
  - 11.7.1 Chemicals and waste containers shall be stored properly and labeled accordingly in the local language of the worker. Secondary containment measures, considering the chemicals that they hold, shall be in place to ensure that potential leaks or spills do not harm workers or the environment.
  - 11.7.2 Flammable and combustible chemicals must be segregated from oxidizing chemicals, reactive chemicals, electrical sources, and etc.
  - 11.7.3 “No smoking” signs must be posted in non-designated smoking areas, such as in chemical storage zones and in areas where chemicals are used.
- 11.8 Workers exposed to chemicals, dust, noise and other situations shall be continuously provided free occupational health checks where required by law.

Medical reports shall be maintained on site for no less than one year, or longer if required by law. Suppliers shall also be responsible to implement a safety risk analysis program.

- 11.9 Toxic substances and dangerous machinery should be identified and effectively managed by providing the applicable training and ensuring chemicals are properly stored and labeled with Material Safety Data Sheets (MSDS). MSDS shall be available in the local language of the worker. Appropriate safety signage with proper handling instructions shall be posted.
- 11.10 A medical clinic must be available on-site or in close proximity to address basic health and injury needs. A system to address severe injuries must also be in place. Accident and injury records shall be documented by the factory/site and investigated to prevent recurrence.
- 11.11 Emergency eyewash stations and/or showers must be provided in close proximity to chemical handling where required by local law.
- 11.12 First aid kits must be well-stocked with the appropriate medical supplies (i.e. bandages, scissors, gloves, gauze, eyewash solution, antiseptic ointment and an emergency log) and easily accessible to all workers. Workers should have an understanding of first aid materials. Workers shall be trained in first aid to assist during emergencies.
- 11.13 Noise, ventilation and lighting shall all be at suitable levels to allow workers to complete their jobs without unnecessary strain. Where there are local legal requirements, sites shall be in compliance.
- 11.14 Toilets shall be clean and functional with sufficient supplies, and facilities shall be well-stocked and separated by gender.
- 11.15 Potable water sources must be available to all workers. Monthly tests results must be documented.
- 11.16 Canteens shall be sanitary and comply with all local legal requirements. A hygiene certificate must be obtained for canteen/kitchen operation. Canteens shall have sufficient seating to accommodate a majority of the workers.
- 11.17 Dormitories shall be clean, safe and a generally hygienic living environment for workers. They shall comply with all local legal requirements. Male and female employees shall have separate living quarters.
  - 11.17.1 Sleeping arrangements shall not be overcrowded and every worker shall be provided their own bed and a secure area for personal

items. Per the International Labor Organization (ILO), the floor area for workers shall be not less than 7.5 square meters in rooms accommodating two persons; 11.5 square meters in rooms accommodating three persons; or 14.5 square meters in rooms accommodating four persons. If a room accommodates more than four persons, the floor area shall be at least 3.6 square meters per person.

## 12. ENVIRONMENT

Suppliers shall comply with all applicable environmental policies and local regulations. Suppliers shall continuously monitor and manage all production processes including raw materials procurement, chemicals handling, emissions, effluent discharges, and disposal of hazardous waste to minimize negative impacts on the environment.

- 12.1 Supplier shall have an effective Environmental Management System (EMS) in place including a written policy and procedures addressing environmental protection. The EMS should be based on the national and/or local environmental protection laws. Additionally, suppliers should also be aware of international standards as further guidance for continuous environmental improvement.
- 12.2 Factory/site shall have an effective monitoring system to review environmental compliance and keep records (e.g. permits, test reports, certificates) up to date.
- 12.3 Supplier must have a protocol on chemical management and practice safe chemical storage and handling procedures. Training shall be conducted for all workers handling hazardous substances.
- 12.4 Supplier must follow laws related to the disposal of hazardous materials (in solid or fluid forms) and chemicals so that these materials do not pollute the environment. In the event hazardous or polluting materials are discharged improperly, suppliers must notify the appropriate authorities and take immediate remedial actions.
- 12.5 To improve air quality when using chemicals and solvents, suppliers shall not use any ozone-depleting substances (ODS).

## APPENDIX A. GLOSSARY

Key Terms	Definitions
<b>Air emissions</b>	Substances discharged into the air in the form of gases, particulates or vapor, and often containing harmful pollutants. These include fumes, vapors, dust and smoke.
<b>Annual Leave</b>	Number of days of paid leave per year given to a worker as time off from his or her work, for the purpose of recreation or rest.
<b>Apprentices</b>	Work performed by students of vocational schools or other educational institutions to gain practical work experience in their course of study.
<b>Base wage</b>	The amount received by a worker for a given work period, up to the allowed basic work hours established by law (e.g. 40 hours in China and 48 hours in Bangladesh). Base wage does not include overtime compensation or other additional pay such as bonuses, transportation and living allowances.
<b>Bonded labor</b>	Work performed by workers who are indebted to labor brokers/agencies or companies through unethical labor practices such as recruitment fees, transportation costs, and living arrangement expenses.
<b>Bribe</b>	Any offer or acceptance in form of money, gifts, travel, entertainment, or other considerations with intention of business advantage or persuasion.
<b>Child labor</b>	Work performed by children under the age of 16
<b>Collective Bargaining Agreement</b>	Set of terms negotiated by worker representations (e.g. unions) and management regarding employment conditions.
<b>Compensation</b>	The wages and benefits (monetary and non-monetary) provided by the employer to the worker.
<b>Discrimination</b>	Any distinction, exclusion or preference based on a personal characteristic which deprives a person of access to equal opportunity or treatment in any area of employment.
<b>Environment Management System (EMS)</b>	A system of policies, procedures and personnel that enable a site to identify, monitor and control its impacts on the environment.

<b>Fair Wage</b>	Compensation sufficient to meet workers' basic needs and provide some discretionary income.
<b>Forced labor</b>	Work performed by workers that are against their free will, coerced by their recruiter or employer. Coercion tactics include violence or threats of violence, or more subtle means such as accumulated debt, retention of identity papers or threats of denunciation to immigration authorities. Human trafficking, slave labor, prison labor, indentured labor are also forms of forced labor.
<b>Harassment</b>	Inappropriate conduct or offense that is based on race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
<b>Hazardous waste</b>	Any waste or combination of wastes with the potential to damage human health, living organisms or the environment when improperly treated, stored, transported or disposed.
<b>Hazardous Work</b>	Any working condition that has the potential of damaging worker health. Conditions by which work would be considered hazardous include: <ul style="list-style-type: none"> <li>▪ Work underground, underwater, at dangerous heights or in confined spaces.</li> <li>▪ Work with dangerous machinery, equipment, tools, or requires heavy handling.</li> <li>▪ Work which is performed in an unhealthy or hazardous environment, or under particularly difficult conditions.</li> </ul>
<b>Home Worker</b>	Workers who are usually working with no contract or under a "self-employment" relationship with the employer. They are typically subcontracted workers who carry out paid work for firms/businesses or their intermediaries usually within their own homes.
<b>Indentured labor</b>	Situations where an employer forbids workers from leaving employment at the worker's discretion. Slavery is a form of indentured labor performed under duress and in degrading conditions.
<b>Labor brokers</b>	Person or agency that recruits workers for companies, and typically charges recruitment fees directly to the workers.
<b>Legally Mandated Benefits</b>	Those benefits, such as annual leave, social insurance and medical care which must be provided to employees by law.

<b>Management System</b>	The framework of policies, processes and procedures used to ensure that an organization can fulfil all tasks required to achieve its objectives.
<b>Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS)</b>	A form that references the properties of a substance, proper handling instructions, storage recommendations, health effects, disposal instructions, and necessary protective and safety precautions. A MSDS is intended for industrial users, manufacturers and safety personnel that may come in direct contact with the substances.
<b>Migrant Workers</b>	Workers who are recruited to work in a facility from another region or locality. Foreign migrant workers are those whose country of origin differs from the facility's location of operation.
<b>Minimum Wage</b>	The lowest legal hourly amount payable to a worker by law for performed work or services.
<b>Night Work</b>	Any work done between 10 pm and 5 am is considered night work, unless specified otherwise by local law.
<b>Overtime</b>	Work performed in addition to regular or basic working hours as defined by applicable country's law.
<b>Overtime wage</b>	Compensation for work that exceeds the basic hours established by law, paid typically at a premium rate of 25%-100% over the regular rate, as is legally required.
<b>Ozone Depleting Substances (ODS)</b>	A chemical substance, usually consisting of a combination of chlorine, fluorine, or bromine plus carbon, such as chlorofluorocarbons and hydrochlorofluorocarbons that has been shown to destroy stratospheric ozone. These substances are commonly found in aerosol products, foams, fire extinguishers etc. and are used as refrigerants in air-conditioning and cooling equipment.
<b>Personal Protective Equipment (PPE)</b>	Precautionary devices used to protect employees from injury or illness resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.
<b>Physical abuse</b>	Physical abuse is any act causing injury or trauma to another person by way of bodily contact that includes pushing, slapping, cutting, punching, kicking, and/or ripping which is intended to inflict pain on another person.
<b>Prison labor</b>	Work performed by individuals who are incarcerated by the state, military, or any other entity.

<b>Psychological or mental abuse</b>	Behavior that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder. For example, telling migrant or foreign contract workers that they risk being deported if they leave their employment with the factory/site or telling workers the factory/site will have to close if a union is formed.
<b>Retaliation</b>	Any negative action or credible threat against an employee who in good faith reports problems to management, participates in worker interviews during compliance assessments, or helps in the investigation of a worker's grievance.
<b>Risk Assessment</b>	A systematic process of evaluating the potential risks that may be involved in an area task, job, or other activity.
<b>Sexual harassment or abuse</b>	Harassment involving the making of unwanted sexual advances or obscene remarks. This includes inappropriate touching of employees or making sexual comments that can be considered sexually suggestive in any way.
<b>Sludge</b>	Solid or semisolid residue that is removed during the wastewater treatment process.
<b>Solid Waste</b>	Discarded solid materials, which are not hazardous, from the consumption of goods and services and the manufacture of goods. Examples of solid waste include food and yard/garden waste, paper, cardboard, cloth, leather, product packaging, glass and metal containers.
<b>Sub-contractor</b>	Any business entity or individual(s) in the supply chain that directly or indirectly produces or provides components, semi-finished goods, finished goods or services integral to or utilized in the production of SONOS products.
<b>Subcontractor workers</b>	A subcontracting arrangement is a business-to-business relationship between a supplier and a contractor (agency or other type of 3rd party). The sub-contractor worker is hired and paid by the contractor to perform services for the supplier.
<b>Temporary worker</b>	A worker with a labor contract of limited or unspecified duration with no guarantee of continuation. Temporary workers are usually not entitled to benefits that the local labor codes require such as vacation pay, leave and severance pay upon termination of employment.
<b>Verbal abuse</b>	Behavior that includes screaming, insulting language, name calling, threatening, and/or sexually demeaning language.
<b>Wastewater</b>	Effluent water and water-carried solids that have been used or impacted by production processes, including industrial, sanitary and storm water discharges.

**Young worker**

Any worker over the age of a child (16) and under the age of 18.

## **APPENDIX B. RECOMMENDED DOCUMENTS LIST**

Proper documentation is important for meeting compliance with local law and customer requirements. We encourage your facility to maintain and update, as necessary, the following documents (in no particular order):

- requisite legal permits or licenses to operate business
- valid fire license or permits to ensure fire safety protocols
- environmental permits and impact reports
- occupational disease protection acceptance final approval
- testing records (e.g. structural, potable water, air quality, and etc.)
- authorization notices
- facility policies or standards (e.g. recruitment and hiring, worker handbooks, CSR commitment, and etc.)
- safety procedures or emergency protocols (e.g. chemical safety, fire safety, natural disasters, and etc.)
- personnel files (e.g. hiring, working hours and payroll records)
- taxation and other financial records
- inspection records from third-party agencies
- factory/site guidelines, policies, and workplace protocols
- standard worker contracts
- training records (e.g. orientation, fire safety, chemical handling and storage, working hours and wages, PPE, anti-bribery policy, and etc.)
- grievance records
- organizational chart with clear roles and responsibilities
- termination notes and records of disciplinary actions
- facility floor plans and evacuation maps

## APPENDIX C. REFERENCES

1. Responsible Business Alliance (RBA) Code of Conduct  
<http://www.responsiblebusiness.org/standards/code-of-conduct/>
2. Ethical Trading Initiative (ETI) Base Code  
<http://www.ethicaltrade.org/eti-base-code>
3. International Labour Organization (ILO) International Labour Standards  
<http://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang--en/index.htm>
4. International Organization for Standardization ISO 14001  
[http://www.iso.org/iso/catalogue\\_detail?csnumber=60857](http://www.iso.org/iso/catalogue_detail?csnumber=60857)
5. Social Accountability International (SAI) SA 8000  
[http://sa-intl.org/data/n\\_0001/resources/live/SA8000%20Standard%202014.pdf](http://sa-intl.org/data/n_0001/resources/live/SA8000%20Standard%202014.pdf)
6. Universal Declaration of Human Rights  
<http://www.un.org/en/universal-declaration-human-rights/index.html>
7. Business Social Compliance Initiative (BSCI) Code of Conduct  
<http://www.bsci-intl.org/content/bsci-code-conduct>
8. United National Global Compact  
<https://www.unglobalcompact.org/library/1151>

# SONOS

## 供应商行为准则

《SONOS 供应商行为准则》以国际劳工组织 (ILO) 制定的公约、地方法律法规、广泛接受的基本原则和电子行业行为规范行业标准等为基础，设定了所有相关供应商至少要达到的企业社会责任方面的期望。倘若经营所在地的当地法律或国家法规提出了更严格的要求，供应商应当满足最高要求。

### 企业社会责任承诺

SONOS 及其子公司致力于承担企业社会责任并开展负责任采购，确保工作条件安全，员工权利得到尊重、以环保为理念经营业务。我司在经营中全力恪守最高水平的诚信，也期待合作伙伴拥有和我司一样的价值观。

SONOS 的所有供应商都应该遵守本《供应商行为准则》的要求，以及准则虽未明示却适用的其他地方法律法规的规定。我们鼓励 SONOS 供应商始终最大程度地满足合规要求，采取积极举措进行持续改善。SONOS 供应商还应该和再下一层供应商、代理商及第三方合作伙伴围绕本准则作沟通，与他们分享准则内容，以确保整条供应链都符合 SONOS 对企业社会责任工作的期待。

SONOS 清楚自身和供应商经营所处环境中的挑战，也并不期待方方面面都能做到完美。我方重视透明度和合作关系，并将继续努力，帮助 SONOS 供应商克服挑战、相互分享行业最佳实践。

### 就业自由

所有员工都应当有权自由建立和终止雇佣关系，不得存在强迫劳动、抵债劳动和非自愿劳动的情况。

### 结社自由

员工应有权按自己的选择参加或组建工会，应允许他们参与集体谈判，并不给予惩罚或干涉。

### 禁用童工

禁止雇用十六岁以下的童工，18 岁以下的未成年工不得从事有可能危及其身体健康或安全的有害工作。

### 反对歧视

招聘和雇佣工作中，不得因为种族、种姓、社会出身或民族血统、宗教、身体健全程度、年龄、婚姻状况、性取向、性别、政治派别等原因，在处理报酬、晋升、解约或退休等事务时存在任何歧视。

## 工时

供应商应该确保工时符合国家法律法规和集体协议的要求。所有员工至少应在连续工作六天后休息一天，所有加班都必须出于自愿。

## 善待员工

应尊重员工并维护他们的尊严。供应商不得对员工进行体罚、威胁或身体虐待。对员工进行性骚扰、其他骚扰和恐吓也是被禁止的。

## 分包

供应商在将各项工作分包前，都应事先取得SONOS的书面同意，也只有在新分包商同意遵守本准则以后，供应商才能与其合作。严禁使用未经授权的分包商。

## 管理体系

供应商应该采取积极的措施建立和实施有效的制度，确保遵守本行为准则，并且鼓励开展内部企业社会责任项目。

## 工资和福利

员工的工资和福利应该及时按标准工作周支付，从而至少满足法律法规的最低要求、满足员工基本生活需要。禁止把扣工资作为惩处手段。加班应按当地法律法规要求支付薪酬。

## 商业诚信和道德

供应商应当坚持最高标准的商业诚信道德要求，禁止腐败和贿赂。

## 健康安全

供应商应该向全体员工提供安全卫生的工作和生活环境，提供饮用水和卫生设施。应进行适当的培训，开展应急预案演练、提高工作场所的安全性。

## 环保

供应商应该遵守所有环保相关政策和当地法律法规，并且持续监控和管理包括原材料采购、化学品操作、大气排放、污水排放、危险废弃物处置在内的所有生产流程，将其对环境造成的不利影响降至最低水平。

*SONOS 还提供了补充指导文件，帮助供应商落实本准则的各项规定*

下面有我的签名,我确认我已阅读及明白 SONOS 供应商行为守则,并同意遵守上述守则和其他适用的当地法律没有明确的守则。

每个签署本协议的人代表和保证他或她是正式授权的并具有法定身份去执行和履行本协议。

Supplier:

Sonos:

**Sonos, Inc.**

By:

By:

---

Name:

---

Name:

Title:

Title:

Address:

Phone:

Email:

Date:

# SONOS

## 供应商行为准则的补充指导

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## 引言

SONOS 在全球与有着各种社会经济和文化背景的供应商开展业务。我司矢志在供应链中坚持最高的社会、道德及环境标准，全力与和我司有相同价值观的供应商进行负责任采购上的合作。有了贵司的帮助，我司就能在整条供应链和全行业中，扩大可持续发展上的积极影响，并施加影响力。

我司鼓励供应商遵守最高水平的合规要求，并采取积极的持续改善举措。SONOS 也理解我司及我司合作商经营环境中存在的挑战，因此并不期待在所有方面都能达到完美。不过，我们也会评估 SONOS 供应商对这些价值观要求作出的承诺，旨在与供应商进行合作，改善工作条件和管理体系，确保开展让所有人都能受益的安全生产经营。

我司重视透明度和合作伙伴关系，并将继续努力支持 SONOS 供应商克服挑战，共享行业最佳实践。SONOS 及其子公司致力于承担企业社会责任并开展负责任采购，确保工作条件安全，员工权利得到尊重、以环保为理念经营业务。我司在经营中，全力恪守最高水平的诚信，也期待合作伙伴拥有和我司一样的价值观。SONOS 的所有供应商都应遵守本《供应商行为准则》以及其他本准则中没有明示的当地相关法律规定。

### 本指导对贵司有何帮助？

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*☞ 供应商还应当和下一级供应商、代理商及第三方合作伙伴围绕本准则进行沟通、分享其内容，确保符合整条供应链中企业社会责任方面的期望。*

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本指导提供了《SONOS 行为准则》的更多背景信息和解释。尽管本指导是选学的补充文件，但遵守《行为准则》却是强制要求的。我们希望，这份补充指导能够更好地支持贵司及贵司供应链合作伙伴开展企业社会责任工作。

特别值得一提的是，这份指导文件概括了我司道德采购的现行方法，确立了供应商的期望。我司还认识到，业务伙伴对我司也抱有期待，还可能对我司的方法存有更多的问题。如果这份补充指导文件或当地政府机构无法更进一步地解答问题，请联系 SONOS，获得更多的支持。

## 本指导的适用读者

我们欢迎在贵单位和供应链合作伙伴商的每个人都来阅读这份文件，尤其鼓励下列人员仔细阅读这份指导文件：

- ➡ 高管团队
- ➡ 人力资源经理及团队成员
- ➡ 环境、健康和安全（EHS）团队
- ➡ 生产班组长
- ➡ 员工代表

		关键人物				
		高管	人力资源 管理层	环境、健康 和安全团队	生产班 组长	员工代表
行为准则	就业自由	✓	✓		✓	
	禁用童工	✓	✓		✓	
	工时	✓	✓		✓	✓
	工资和福利	✓	✓		✓	✓
	结社自由	✓	✓		✓	✓
	反对歧视	✓	✓		✓	✓
	善待员工	✓	✓		✓	✓
	分包	✓	✓		✓	
	管理体系	✓	✓			
	商业诚信和道德	✓	✓			
	健康安全	✓		✓	✓	
	环保	✓		✓	✓	

## 重大/最低要求

- ✘ 供应商工厂里出现服刑人员、抵债劳工、契约工或被贩卖的劳工等各种形式的强迫劳工。
- ✘ 供应商工厂里发现有童工（即 16 岁以下的员工）。
- ✘ 没有合法执照、环境或消防许可证，便经营业务。
- ✘ 员工遭受言语、肉体、精神、心理或性方面的骚扰和虐待。
- ✘ 没有依法正确地支付法定最低工资。
- ✘ 发现工作条件存在危害或者对员工的健康或生命构成严重危害。
- ✘ 对环境有害的（固态、液态或气态）废弃物严重损害了当地社区居民的健康。
- ✘ 将 SONOS 的生产任务分包给未经授权的生产厂或生产方。
- ✘ 限制或拒绝 SONOS 人员或第三方监督人员代表 SONOS 进厂。
- ✘ 存在贿赂和腐败。
  - SONOS 制定了严格的反贿赂和反腐败政策，我们与 SONOS 合作商都力争本着诚信、道德的精神开展业务。严禁向 SONOS 的业务伙伴或子公司提供或索要各类钱款和礼品，严禁接受他们的各类钱款和礼品。

## 要求概述

<b>法律合规</b>	<ul style="list-style-type: none"><li>▪ 遵守国家法律法规和当地法规</li><li>▪ 保留有效的法律文件（如：许可证、证书、执照）</li></ul>
<b>社会责任与劳工合规</b>	<ul style="list-style-type: none"><li>▪ 不用童工</li><li>▪ 禁止未成年工从事有害工种或上夜班</li><li>▪ 不存在任何形式的强迫劳动</li><li>▪ 尊重结社和集体谈判的自由</li><li>▪ 没有任何形式的歧视</li><li>▪ 维护员工尊严，尊重员工</li><li>▪ 全体员工的工资都满足最低要求</li><li>▪ 及时发放基本生活工资</li><li>▪ 没有超长工时问题</li><li>▪ 为员工提供安全、卫生的工作和生活环境</li><li>▪ 有效的应急或消防安全协议</li><li>▪ 有效的消防许可证</li><li>▪ 职业病防护最终验收批文</li></ul>
<b>环境合规</b>	<ul style="list-style-type: none"><li>▪ 遵守国家法律法规和当地法规</li><li>▪ 监督生产流程与环境影响</li><li>▪ 管理环境绩效；设定环境可持续发展的目标</li><li>▪ 减少进入环境的有害化学品、废物及排放物</li></ul>
<b>管理体系</b>	<ul style="list-style-type: none"><li>▪ 向关键人士委派责任，从而领导与合规及内部政策有关的工作</li><li>▪ 保留有效的文件和记录</li><li>▪ 更新所有的许可证、执照和登记内容，确保始终有效</li><li>▪ 实施培训协议并保存记录</li></ul>
<b>商业诚信</b>	<ul style="list-style-type: none"><li>▪ 没有贿赂或腐败</li><li>▪ 透明度和道德采购承诺</li><li>▪ 与合作商及客户开诚布公地沟通</li></ul>

## 行为准则指导

## 13. 自由择业

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所有员工都应该有权自由建立和终止雇佣关系。不得使用强迫劳工、抵债劳工，不得有劳动并非出于自愿的情况。

- 13.1 严禁一切形式的强迫劳动、奴工、抵债劳工、人口贩卖、契约劳工和服刑人员。供应商应该制定充足且有效的政策，确保生产期间不使用各种形式的强迫劳工。
- 13.2 不得让员工从事违背自身意愿的劳动，或者从事超出劳动合同范围的劳动，供应商必须制定书面政策，并进行有效地宣传和落实。
- 13.3 合同必须合法，用员工的母语书写，其中不得包含限制员工行动自由以及防止员工终止劳动关系的条款。
- 13.4 员工必须有权在发出合理通知后终止劳动关系。应迅速支付工资，不进行惩罚，也不得将扣发工资作为针对员工离职的防范或惩罚手段。同样禁止因终止劳动合同而罚款。
- 13.5 工厂只能与合法的就业机构或劳务中介合作，供应商有责任支付招聘费，员工不必为此承担任何费用。
- 13.6 员工有权在工厂内自由行动——自由地上厕所、喝水、在指定时间休息、接受治疗、访问宗教场所、班次结束后离厂等。他们还有权拒绝加班和/或从事有害工种，而不必害怕会受处罚、被歧视或被解聘。
- 13.7 应允许员工离厂，而不受惩处。离厂申请要简单，便于员工提交。
- 13.8 不得对住在工厂宿舍的员工工作不合理的行动限制。

- 13.9 供应商不得将扣留员工的护照、工作许可证、旅行文件作为控制员工行动的手段。员工向工厂出具书面许可，允许工厂保存其护照的，员工要充分享有立即取得自身文件的权利，而供应商负责安全存放员工的个人文件。

## 14. 禁用童工

不得雇用 16 岁以下的儿童，18 岁以下的未成年工不得从事可能对其健康安全造成危害的工作。

- 14.1 禁止雇用 16 岁以下的儿童。
- 14.2 供应商应该在所有员工开始工作前核查年龄，并一律保存所有员工的正式年龄证明记录。
- 14.3 儿童不得出现在生产区域，尤其是受限制的危险场所。
- 14.4 儿童照管场所应当安全，并与生产区域隔开。
- 14.5 超过最低法定工龄但未满 18 岁的未成年工不得上夜班，也不得从事对其健康、安全或发育有害的工作。
- 14.6 不得安排未成年工加班。供应商负责向当地机关登记未成年工的情况。
- 14.7 依法接受义务教育的学徒和未成年工只可以在课外时间工作。

## 15. 工时

供应商应该确保工时符合国家法律法规和集体协议的要求。所有员工至少应在连续工作六天后休息一天，所有加班必须是自愿的。

- 15.1 工厂应该制定符合法律要求的工时及加班书面政策，并清楚说明所有加班都是自愿的。必须将该政策的内容传达给所有员工。
- 15.2 供应商必须具有可追踪、可验证的可靠考勤系统；如果使用手工打卡方式跟踪，记录内容至少要包括每天的上下班时间、休息时间和雇员签名。
- 15.3 员工负责跟踪记录自己的出勤时间，并且应能不受限制地拿到自己的考勤卡。对于由班组长记录这类时间的情况，员工要签名确认时间的准确性。
- 15.4 出勤记录至少要在工作现场保存十二个月。
- 15.5 除非员工同意并能在接下来的一周里多休息一天，否则每七天应该休息一天。
- 15.6 按照《电子行业行为规范》的要求，包括加班在内的周工时不得超过 60 小时。

SONOS 理解在罢工、劳工短缺、生产旺季等情况下始终遵守工时要求会面临挑战。

但是，我司期望供应商至少能采取透明的、持续改善的方法，更好地管理工时条件。

如果在例外或特殊情况下需要延长工时，SONOS 也鼓励供应商与我司沟通。

## 16. 工资和福利

工资和福利应该及时按标准工作周支付，继而满足法律的最低要求，也满足员工的基本生活需要。禁止将扣工资作为惩处手段。加班应按当地法律法规支付报酬。

- 16.1 供应商应采用工资表系统，根据实际情况，记录按小时、按天、按月，或件数向每位员工支付的工资。工资表上的记录必须准确反映日常工时、加班时间、奖金、节假日工资等。
- 16.2 应向所有工作的员工支付公平的报酬，定期发放、不拖延。应确保所有员工的工资都符合法定最低要求（以地方或国家标准中要求更高的一项为准）。对于计件员工或临时工也不例外。
- 16.2.1 工资单必须用员工能理解的语言表达，并配有对以下项目的解释：
- 工作的时间和天数
  - 每天挣得的工资或计件工资
  - 日常工时和加班时间，奖金
  - 津贴以及对扣减项目的描述
- 16.3 加班必须按法定额度支付报酬。
- 16.4 应该在雇佣开始前，向员工清楚说明他们的工资情况、工资的计算方式、扣缴项目以及其他法定扣减项目，让他们充分了解上述内容。体现员工理解情况的文件应被存入他们的个人档案。
- 16.5 禁止将扣工资作为惩处手段。
- 16.6 供应商必须支付并/或提供所有法律要求的福利，包括节假日、带薪假、社会保险和医疗福利，还应无偿向员工提供工作所需的工具。

- 16.7 雇员的试用期不得超过法律限制，每位员工只可以有一段试用期。试用期结束时，员工的工龄应该从试用期开始日算起。
- 16.8 员工日前的工资表、工资及工时文件至少要保存到他们结束劳动关系的一年时间后；法律如有要求，应保存更长时间。

## 17. 结社自由

员工有权参加或组建自己选择的工会，并被允许参加集体谈判而不受惩罚、不被干涉。

- 17.1 供应商应该制定结社自由方面的政策和流程，并且遵守当地的法律法规。还应该给所有员工做该政策方面的培训。
- 17.2 供应商应该尊重员工组建或加入自己所选择的合法组织的权利，不得打压身为参与者或组织者的员工，也不得采取不利于他们的行动。供应商应该尊重没有加入工会的员工的权利，并且不得因为员工试图参加工会或集体谈判而不再提拔或拒绝提拔他们。
- 17.3 如果当地法律法规对自由结社的权利作出了限制，供应商应该制定政策和流程，让员工能通过类似途径结社。
- 17.4 供应商不得干涉员工代表选举。管理层始终不介入这类活动，并应对所有组织一视同仁。
- 17.5 定有集体谈判协议的，供应商应该遵守其中的各项条款。
- 17.6 供应商应该在集体谈判中与员工代表接触。员工谈判代表应当被大多数员工视为能代表他们参加谈判的个人。工厂应该保存与工会会谈的记录和会议纪要。
- 17.7 员工应该有能力通过工厂设立的申诉机制，提出与结社自由和集体谈判有关的问题。

## 18. 反对歧视

不得因为员工的种族、种姓、社会出身或民族血统、宗教、身体健全程度、年龄、婚姻状况、性取向、性别或政治派别等因素，在支付报酬、晋升、解聘或退休等等和招聘及就业有关的工作中，存在歧视。

- 18.1 供应商不得在招聘、薪酬偿付、提供培训、晋升、解聘和退休等工作的处理过程中存在歧视或容忍歧视。应该制定相关政策和流程，并向所有雇员有效传达信息。
- 18.2 全体员工，无论他们是现任还是可能受聘的员工，无论他们属于哪个种族，有着哪种肤色、信仰，信奉哪种宗教，性别为何、是否有精神或身体上的残疾、性取向和性别认同的情况如何、无论是否怀孕、婚姻状况如何、拥有哪国国籍、源自哪个祖先，政治观点为何，属于哪个工会、有着哪种社会出身或民族血统，遗传哪类基因信息、属不属于受保护的老兵，或者具不具有其他受法律保护的身份，他们都理应享有平等的就业机会。
- 18.3 因为员工与某个群体或某个身份有关而拒绝雇用他们，是被严格禁止的。严禁威胁、处分、惩罚或解雇属于某个特定群体的员工。
- 18.4 对于出于诚意，指控存在歧视现象、参与歧视调查或反对歧视做法的个人，工厂不得进行报复。
- 18.5 除非法律要求，否则不得进行体检。体检情况不得作为雇佣或解聘的依据。
- 18.6 严禁孕检，管理人员也不得询问女员工与怀孕有关的情况。这些权利不能遭到限制，在评估工作状况时也不得将它们作为歧视员工的理由。
- 18.7 员工在结束产假/陪产假后，应能返回原有工作岗位。
- 18.8 应该为宗教信徒提供做祈祷和参加宗教节日的时间。

## 19. 善待员工

供应商应该尊重员工并让他们保有尊严，不得体罚、威胁和从身体上虐待员工，禁止对员工进行性骚扰、其他骚扰和恐吓。

- 19.1 供应商应该制定和善待员工有关的书面政策，内容包括被接受的行为和不被接受的行为，以及违规情况发生时的处理流程。之后，要定期通过入职培训，和全体员工围绕政策展开有效沟通与培训。这也包括政策更新时，作相应的沟通与培训。
- 19.2 永远不得用身体接触的方式威胁员工。性骚扰是被严格禁止的。管理层和员工之间不得存在用发生性关系换取优待的情况。不得因为员工拒绝无理挑逗对其进行报复。
- 19.3 严禁采用非法惩处或威胁的手段，侵占员工的基本权利，供应商不得以限制饮食、用水、上厕所、接受救治或获得其他基本服务来胁迫员工，也不得把获得这些基本权利作为工作上的激励。
- 19.4 永远不得用投掷物品、提高噪音、说过分的话等恐吓手段来制造员工的恐惧。
- 19.5 不得用罚款来惩罚员工。
- 19.6 供应商应该制定书面政策和流程，在保密条件下处理员工申诉，允许员工提出对其直接班组长以外的人的申诉。流程中还必须纳入有效审查和解决申诉的体系。
- 19.7 必须把申诉系统的情况传达到员工那里，并确保他们能理解，在新员工培训和雇员手册中都应展现申诉政策的内容。意见箱应该是匿名的，并要放在员工容易接触的位置。

## 20. 分包

供应商的所有分包工作都应该事先取得 SONOS 的书面同意，并且只有在新分包商同意遵守本准则之后，才能与它们合作。严禁使用未经授权的分包商。

- 20.1 工作开始前，必须向 SONOS 披露所有分包商的信息，并得到我司批准。
- 20.2 供应商要对所有分包商的行为负责，并确保它们遵守《SONOS 供应商行为准则》的要求。

## 21. 管理体系

供应商应该采取积极措施建立和实施有效的制度，确保遵守本行为准则，并且鼓励开展内部企业社会责任项目。

- 21.1 供应商应该负责制定管理体系，防止违反《SONOS 供应商行为准则》的行为，并把责任和义务分派给了解本准则期望、也有能力的人。
- 21.2 供应商应该制定书面政策和内部流程，监督《SONOS 供应商行为准则》各方面的情况。
  - 21.2.1 政策包括但不限于下列内容：
    - 招聘要求
    - 申诉机制
    - 员工意识和纪律培训
    - 健康安全培训
    - 反对贿赂/送礼的协议

- 21.3 供应商应通过适当的文件，让包括行政人员和经理/班组长在内的所有员工认识到问题，并对他们进行培训。
- 21.4 供应商应该定期对政策、流程和负责人作评审。条件适合时，应作修正或变更。
- 21.5 如果发生违规行为，供应商应该审查各项违规问题，制定消除根本原因的整改计划，并采取预防行动，减小或消除违规行为未来再现的可能性。
- 21.6 供应商应该根据需要，担负起供应链中的责任，并开展内部审计。
- 21.7 要将工厂政策传达给合作商和分包商，并应保留收到的书面确认。
- 21.8 供应商必须为每一位员工建立人事档案，档案至少要包括：年龄证明文件（如：政府核发的身份证、护照、社保卡等）的复印件和近期照片。

## 22. 商业诚信和道德

供应商应该始终满足最严格的商业诚信道德要求，禁止腐败和贿赂。

- 22.1 供应商不得行贿、索贿或接受各种贿赂，这包括为获取不该得到的好处支付的疏通费或其他礼品。
- 22.2 供应商必须制定道德政策和流程，并且给所有员工做这方面的培训。

## 23. 健康安全

供应商应该向所有员工提供安全卫生的工作和生活环境，让他们能取用自来水、使用卫生设施。应开展适当的培训，进行应急预案演练，提高工作场所的安全性。

- 23.1 供应商应该建立一套系统，为健康安全法规方面的合规工作提供支持。
- 23.2 供应商应任命一名健康安全经理来领导健康安全委员会的事务。其职责包括：监管所有必要的文件、履行培训协议、确保工作环境的安全。
- 23.3 供应商必须取得有效（未过期）的与检测、材料、建筑物及设备操作、工作场所安全有关的许可证和证书。
  - 23.3.1 生产和居住设施的结构应该稳定、安全，不得将员工的健康或安全置于危险之中。必须在现场开展改扩建工程时，更新许可证。
  - 23.3.2 必须取得并保留有效的消防许可证，消防范围涵盖整个厂区。
  - 23.3.3 必须按要求登记特种设备。特种设备操作许可证必须有效。
  - 23.3.4 必须进行职业病危害登记，并且取得室内空气质量的卫生监督报告。
- 23.4 必须给所有员工做健康安全培训，定期组织演练和消防设备的检查，并且保存所有记录。
- 23.5 供应商应该制定应急与消防疏散计划，并作相应沟通。
  - 23.5.1 必须在工厂各个显眼位置张贴示意图，示意图应该用员工能够理解的当地语言书写，其中包括“你在这里”的标志、准确的布局图、灭火器所在处、以及紧急情况下如何行动的指示，便于员工和访客在紧急事件发生时，高效、安全地从建筑中撤离出来。
  - 23.5.2 通道、出口和楼梯任何时候都要保持清洁畅通。不能有员工在工作站中受阻的情况。
  - 23.5.3 所有楼梯必须安有应急照明设备，逃生通道按需要也应安装。为防止应急停电，还应准备备用电源。应根据当地法律法规，定期检查应急照明设备的情况。

- 23.5.4 所有出口必须清楚标有标志，不是出口的门上应该贴上“不是出口”的标签。
- 23.5.5 逃生门永远不得上锁，并且必须朝外开。
- 23.5.6 紧急出口的数量应该符合当地法律法规的要求。没有法律规定，则建议设两个紧急出口。
- 23.5.7 任何时候，都必须给灭火器等消防设备作清楚的标记、确认人们能方便地取用，并作适当的养护。
- 23.5.8 要定期检查灭火器，并记录检查情况。
- 23.5.9 灭火器用哪种型号，应视工厂目前的火险等级而定。
- 23.5.10 每 100 平方米的场地里至少要配一只灭火器，总面积小于 200 平方米的场地，每层至少要配备两只。
- 23.5.11 应该对电气设备和接线作适当的保养、遮盖或绝缘处理，以防导线裸露。
- 23.6 应该在机器上安装适当的安全防护装置。必须免费向员工提供所有必要的个人防护用品，确保安全。必须定期培训员工，帮助他们理解如何安全地操作机器以及如何使用个人防护用品，并作相关记录。
- 23.7 应该将化学药品和气罐/气瓶，盖上盖，单独存放起来，并根据条件，选用适合的灭火器、安全标识、通风装置、防爆灯和操作指示。
  - 23.7.1 应采用恰当的方法，存放化学品或废物容器，并且用员工能理解的当地语言加贴标签。还要根据其中的化学品，选取二次容器及措施，确保万一出现泄漏或溢出，不会给员工或环境造成损害。

- 23.7.2 必须将易燃和可燃化学品与氧化化学品、反应性化学品、电源等隔离开。
- 23.7.3 必须将“禁止吸烟”的标志张贴在指定吸烟区以外的地方，比如：化学品的存放区和使用区。
- 23.8 如果法律有要求，供应商应该坚持地向暴露在化学品、烟尘、噪音等环境中的员工提供免费的职业健康体检。现场至少要将医学报告保存一年；法律如有要求，应保存更长时间。供应商还应该负责安全风险分析项目的落实。
- 23.9 应该能识别和有效管理有毒物质及危险机械，具体通过提供适当的培训，确保恰当地储存化学品，给化学品贴上《物质安全数据表》来进行。《物质安全数据表》应该用员工能理解的当地语言书写。应张贴带有恰当操作指示的适当的安全标志。
- 23.10 应该在现场或周边设立诊疗所来解决基本健康和受伤问题。还必须建立处理严重伤害的机制。工厂应该作事故和伤害记录，并开展调查，以防问题重复发生。
- 23.11 如果当地法律法规有要求，要在邻近化学品处理的地方设立应急洗眼站和/或洗浴设备。
- 23.12 必须妥善地在急救箱里装入适当的医疗用品（即绷带、剪刀、手套、纱布、洗眼液、消毒药膏和急救日志），并把它放在所有员工容易拿到的地方。要让员工了解急救材料，并且接受急救培训，以便在紧急事件中提供援助。
- 23.13 应该将噪音、通风、照明控制在适当水平，让员工不用承受不必要的压力就能完成工作。当地法律法规有要求的话，现场必须遵守相关要求。
- 23.14 厕所应该保持洁净、能正常使用，供给充足；应按性别妥善存放设备。
- 23.15 必须向所有员工提供饮用水源。必须记录月度测试结果。

23.16 餐厅应该保持卫生，并遵守当地所有的法律法规要求。必须取得经营餐厅或厨房的卫生证明。此外，餐厅还应配备可容纳大多数员工的充足座椅。

23.17 要确保员工宿舍的清洁、安全和基本卫生。应该符合当地法律法规的各项要求。男女雇员要有分隔开的居住场地。

23.17.1 铺位不得过度拥挤，每位员工都应该有自己的床和摆放个人物品的安全区域。按照国际劳工组织的规定，双人间员工宿舍的建筑面积不得少于 7.5 平方米，三人间不得少于 11.5 平方米，四人间不得少于 14.5 平方米。如果住在一个房间的员工数大于四，人均建筑面积至少要达到 3.6 平方米。

## 24. 环保

供应商应该遵守所有适用的环境政策和当地规定，必须持续监督和管理包括原材料采购、化学品操作、气体排放、污水排放、危险废物处置在内的所有生产流程，将其对环境造成的不利影响降至最低水平。

24.1 供应商应该建立有效的环境管理体系，包括处理环保问题的书面政策和流程。环境管理体系应该以国家和/或当地的环保法为基础。另外，供应商还应了解国际标准，将它作为持续改善环境的进一步指导。

24.2 工厂应该建立有效的监督体系来评审环境合规情况，并保留许可证、测试报告、证书等的最近记录。

24.3 供应商必须制定化学品管理协议，执行安全的化学品存放和操作流程。应该对所有处理有害物质的员工进行培训。

- 24.4 供应商必须遵守和有害物质（固态或液态形式）及化学品处理有关的法律法规，以防它们污染环境。如果出现以不恰当的方式排放有害物或污染物的情况，则供应商必须通知有关当局，并立即采取补救行动。
- 24.5 为了改善大气质量，供应商在使用化学品或溶剂时，不得使用任何造成臭氧层空洞的物质。

## 附录 A. 术语表

核心概念	定义
<b>气体排放</b>	以气体、颗粒或蒸汽形式排入大气的物质，通常带有有害污染物。它们包括烟气、蒸汽、粉尘和烟雾。
<b>年假</b>	每年给员工的带薪假的天数。期间，他们离开自己的工作岗位，娱乐或休息。
<b>学徒</b>	职校或其他教育机构的学生，为了在学习过程中积攒实际工作经验而完成的工作。
<b>基本工资</b>	员工在给定的时间内工作领到的工资，工资多少取决于法律法规规定的基本工时（例如，中国规定每周工作 40 小时，孟加拉国规定每周工作 48 小时）。基本工资不包括加班工资或奖金、交通补贴、生活补贴等其他额外的报酬。
<b>抵债劳动</b>	拖欠劳务中介或公司债务的员工，被要求支付招聘费、交通费和生活安置费，或通过其他不道德的劳动操作来抵债的情况。
<b>贿赂</b>	任何围绕商业好处或为了劝服对方，提供或接受的钱财、礼品、旅游、娱乐活动或其他报酬。
<b>童工</b>	16 岁以下儿童从事工作的情况。
<b>集体谈判协议</b>	由员工代表大会（例如工会）和管理围绕雇佣条件商谈的一系列条款。
<b>报酬</b>	雇主给予员工的（货币和非货币形式的）工资和福利。
<b>歧视</b>	因个人特质，区别对待他人、排斥他人或行事偏颇的情况；该做法存在于各就业领域，剥夺了他人获得平等机会或是平等待遇的权利。
<b>环境管理体系</b>	由政策、流程和人员构成的一套体系，帮助工作场地明确自身对环境构成的影响，并加以监控。

<b>公平工资</b>	足以满足员工的基本需要并提供某些可支配收入的报酬。
<b>强迫劳动</b>	员工因为受招聘者或雇主胁迫，从事违背自身意愿的工作。胁迫手段包括采用暴力或威胁采用暴力，或采用更隐晦的手段，诸如：叠加债务、扣留身份证件、威胁向移民局告发等。贩卖人口、使用奴工、服刑人员、契约劳工也是强迫劳动的手段。
<b>骚扰</b>	针对种族、肤色、宗教、性别（包括是否怀孕）、民族血统、年龄、身体健康程度或遗传信息等因素，采取不当行为或冒犯他人的举动。如果 1)忍受该骚扰行为成为继续雇用的条件，或者 2)行为的严重性或普遍性足以让理性自然人认为工作环境令人胆怯、充斥敌意或虐待，该行为就属于非法骚扰。
<b>有害废物</b>	若未得到妥善处理、储存、运输或处理就有可能对人类健康、生物体或环境造成损害的各种废物或废物组合。
<b>有害工种</b>	任何可能损害员工健康的工作条件。将工种视为危险工种所依据的条件有： <ul style="list-style-type: none"> <li>▪ 在地下、水下、危险的高度或密闭空间工作。</li> <li>▪ 用到危险机械、设备、工具的工作，或需要处理重物的工作。</li> <li>▪ 在不健康或有害环境中，或特别困难的条件下工作。</li> </ul>
<b>家庭工</b>	通常未与雇主签合同就工作，或在与雇主形成“自雇”关系的情况下工作的员工。他们通常是承担分包任务的员工，在自己家里为公司/企业或前者的中间商做有偿工作。
<b>契约劳动</b>	雇主禁止员工自行离职的情形。奴隶制度是人在受胁迫和被贬身份的情况下从事契约劳动的一种形式。
<b>劳务中介</b>	为公司招聘员工，并且通常直接向员工收取招聘费的个人或机构。
<b>法定福利</b>	法律法规规定必须向雇员提供的年假、社保、医疗等福利。
<b>管理体系</b>	用来确保组织完成各项任务，继而实现目标的政策、流程及规程框架。

<b>物质安全数据表或安全数据表</b>	对物质的属性、适当操作指示、储存建议、健康影响、处理指示、必要的保护和预警事项作说明的表格。物质安全数据表倾向于帮助直接接触物质的行业用户、制造商和安全员。
<b>外来工</b>	从其他地区或地方雇到工厂工作的员工。外籍员工是来自工厂经营地以外的其他国家的员工。
<b>最低工资</b>	向履行工作或服务的员工，支付的法定小时工资。
<b>夜班</b>	除非当地法律法规另有规定，否则一般把晚上 10 点到早上 5 点之间做的工作视为夜班。
<b>加班</b>	在国家法律法规规定的常规或基本工时之外工作。
<b>加班工资</b>	在法律法规规定的基本工时之外完成工作获得的报酬，按法律规定通常要比日常工资率高 25%到 100%。
<b>造成臭氧层空洞的物质</b>	通常由氯、氟或溴与碳的化合物组成的化学物质，比如氯氟烃和氢氯氟烃，它们被证明会破坏平流层臭氧。这些物质往往能在气雾剂、泡沫、灭火剂等物品中找到，也用作空调和制冷设备的制冷剂。
<b>个人防护用品</b>	保护员工不会因为接触具有危害的化学品、放射物、物体、电、机械或工作场所的其他危险物，受伤或生病的预防装备。
<b>身体虐待</b>	身体虐待是指一切意在给他人施加痛苦的行为，包括：推、扇、割、捶、踢和/或撕扯等行为。
<b>狱工</b>	被国家、军队或任何其他实体组织监禁的个人参加工作的情况。
<b>心理或精神虐待</b>	可能导致焦虑、慢性抑郁症或创伤后应激障碍等心理创伤的行为。例如：告诉移民工或签海外合同的员工，他们如果与工厂解约，就会被驱逐出境；或者告诉员工，要是成立工会，工厂就会关闭。

<b>报复</b>	对那些怀着诚意，向管理层报告问题、在合规评估阶段参加员工面谈，或者在员工申诉调查过程中提供帮助的员工，采取不利于他们的行动，或者让人信服的威胁。
<b>风险评估</b>	对潜在风险作系统性评估的过程，风险可能涉及厂区任务、工作或其他活动。
<b>性骚扰或性虐待</b>	骚扰包括令人反感的性挑逗或下流言论。包括举止不当地摸雇员，或者发表任何可能被认为带性暗示的言论。
<b>污泥</b>	污水处理环节中去除的固态或半固态残渣。
<b>固体废物</b>	在消费物品和服务的过程，或者生产过程中，丢弃的无害固体材料。食物、庭院/花园废物、纸张、纸板、布、皮革、产品包装、玻璃和金属容器等都算固体废物。
<b>分包商</b>	供应链中，直接或间接生产或提供组件、半成品、成品或服务的所有商业实体或个人。它们对 SONOS 商品的生产过程而言是不可或缺的，又或者会在该过程中被用到。
<b>分包商的员工</b>	分包安排是供应商与分包商（代理商或其他类型的第三方）之间存在的企业对企业关系。分包商的员工由分包商雇用并支付工资，向供应商履行服务。
<b>临时工</b>	劳动合同很短或未指明期限，也得不到续约保证的员工。临时工通常没资格享受当地劳动规定中要求员工获得的节假日工资、休假和解聘时付的遣散费等福利。
<b>言语虐待</b>	喊叫、用词带有侮辱性、辱骂、人身攻击和/或用带有性意味的词贬低他人等行为。
<b>废水</b>	生产流程中用过的或受生产过程影响的污水以及含水固态物质，包括排放的工业废水、卫生废水和暴雨形成的污水。
<b>未成年工</b>	超过儿童年龄（16岁），不到18岁的员工。

## 附录 B. 推荐的文件清单

合适的文件对于满足当地法律法规和客户要求来说至关重要，我司鼓励贵厂在必要情况下，保留并更新下列文件（它们的排序不依照特定顺序）：

- 经营业务所需的合法许可证和执照
- 确保履行消防安全协议的有效消防许可证
- 环境许可证和环境影响报告
- 职业病防护最终验收批文
- 测试记录（内容涉及：结构、饮用水、空气质量等）
- 授权通知
- 工厂政策或标准（内容涉及：招聘与雇佣、员工手册、企业社会责任承诺等）
- 安全流程或应急协议（内容涉及：化学品安全、消防安全、自然灾害等）
- 人事档案（内容涉及：雇佣、工时和工资表记录）
- 纳税或其他财务记录
- 第三方机构出具的检测记录
- 工厂指南、政策和工作场所协议
- 标准的员工合同
- 培训记录（培训内容涉及：入职、消防安全、化学品处理与储存、工时和工资、个人防护用品、反贿赂政策等）
- 申诉记录
- 带有明确分工与职责的组织结构图
- 解聘备注和惩处行为记录

工厂平面图和疏散图

## 附录 C. 参考资料

9. 《电子行业行为规范》中的各项准则  
<http://www.responsiblebusiness.org/standards/code-of-conduct/>
10. 道德贸易组织的基本守则  
<http://www.ethicaltrade.org/eti-base-code>
11. 国际劳工组织的国际劳工标准  
<http://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang-en/index.htm>
12. 国际标准化组织的 ISO14001  
[http://www.iso.org/iso/catalogue\\_detail?csnumber=60857](http://www.iso.org/iso/catalogue_detail?csnumber=60857)
13. 国际社会责任组织的 SA8000  
[http://sa-intl.org/\\_data/n\\_0001/resources/live/SA8000%20Standard%202014.pdf](http://sa-intl.org/_data/n_0001/resources/live/SA8000%20Standard%202014.pdf)
14. 世界人权宣言  
<http://www.un.org/en/universal-declaration-human-rights/index.html>
15. 商业社会标准认证的行为准则  
<http://www.bsci-intl.org/content/bsci-code-conduct>
16. 联合国全球契约  
<https://www.unglobalcompact.org/library/1151>