

附录 1

润英联政策制度

It is the Policy of the Company to foster mutual respect and to prohibit any form of unlawful harassment, based on race, colour, sex, religion, national origin, citizenship status, age or physical or mental disability (or veteran status for US only). In addition, the Company's policy prohibits any other form of harassment. Such conduct, while perhaps not unlawful is considered unacceptable in the Company's workplace. The Company specifically prohibits any form of harassment by or toward employees, contractors, suppliers or customers.

公司的政策是培养相互尊重、禁止基于种族、肤色、性别、宗教、原国籍、公民身份、年龄或身体或精神残疾(或美国的退伍军人身份)的任何形式的非法骚扰。此外，公司政策禁止任何其他形式的骚扰，这些行为虽然可能并不违法，但在公司的工作场所亦被视为不可接受。公司特别禁止由或对雇员、承包商、供应商或客户实施的任何形式的骚扰。

Harassment is any inappropriate conduct which has the purpose or effect of:

骚扰系指具有下列目的或效果的任何不适当的行为：

- **Creating an intimidating, hostile or offensive work environment;**
制造威胁性、敌意或攻击性的工作环境；
- **Unreasonably interfering with an individual's work performance; or**
不合理地干涉个人的工作；或
- **Adversely affecting an individual's employment opportunity**
对个人的工作机会施加不利影响。

Harassment, whether it occurs in the workplace or at business-sponsored function, will not be tolerated. Forms of harassment include, but are not limited to, intimidation, unwelcome verbal or physical advances and sexually, racially or otherwise derogatory or discriminatory materials, statements or remarks.

骚扰不论发生在工作场所或与工作有关的活动中均不可容忍。骚扰形式不可但不限于于威胁、不受欢迎的口头或身体接近以及性、种族或其他方面的诽谤性或歧视性材料、陈述或评论。

All directors, officers and employees will be subject to disciplinary action up to and including termination for any act of harassment.

所有董事、高级职员和雇员均可由于任何骚扰行为而面临惩戒措施，直至且包括终止劳动关系。

HSE
健康、安全、环境

The Company is committed to operations, products and practices which protect safety, health and the environment. This commitment is to employees, contractors, neighbours, customers and all others affected by its operations.

公司承诺其作业、产品和行为均有利于保护安全、卫生和环境。这一承诺的对象包括雇员、承包商、邻近单位、客户以及受其作业影响的所有其他人。

The Company will comply with all applicable laws and regulations and other standards as necessary to provide adequate protection. It will also work with others to develop responsible laws, regulations, and standards, based on sound science and assessment of risks that may be required to further safeguard the community, workplace and environment.

公司将遵守一切适用法律法规及其他必要的标准，以提供充分的保护。公司还将与他人合作，在科学和风险评估的基础上，制订负责任的法律、法规和标准，以进一步保护社区、工作场所和环境。

The Company seeks a workplace free of occupational injury and illness and an overall performance free of accidents. It also encourages preventive health programmes and safe behaviour off the job to enhance employee well-being and safety.

公司努力保证工作场所没有职业伤害和疾病、作业过程没有事故。公司还鼓励工作以外的预防性卫生计划和安全行为，以促进雇员的健康和安全。

The Company will work to minimise risks associated with manufacturing, transportation, use, storage and disposal of its products. It pursues this objective in the design and modification of the Company's facilities, processes and products and in the way it conducts its operations. Risk will be anticipated, analysed, discussed with those affected and monitored to ensure proper control. The Company will not conduct any operation or market a product without adequate safeguards.

公司将努力降低与其产品的生产、运输、使用、储存和处理有关的风险。公司通过其设施、工艺和产品的设计和修改及其开展作业的方式追求上述目标。公司将对风险进行预测、分析、与受影响者讨论、并予以监视，以确保适当控制。公司不会在没有适当安全保护的情况下开展任何作业或销售任何产品。

The Company will be prepared for emergencies and will respond quickly, effectively, and with care to incidents or emergencies associated with the manufacture, transport use, storage and disposal of its products. Each Company operating facility shall establish appropriate emergency response plans and capability.

公司随时准备应对任何突发事件，将能迅速、有效、谨慎地处理与其产品的生产、运输、使用、储存和处理有关的任何事故或紧急情况。公司的各处营运设施均将具备适当的应急计划和能力。

The Company is committed to using materials and energy efficiently and to reducing waste generation and contamination of air, water and land. It will ensure that any remaining waste is disposed of in a safe and environmentally sound way. In addition, it will work with others to resolve problems created by its past handling and disposal practices.

公司承诺高效使用材料和能源，减少废弃物和空气污染、水污染和土地污染。公司将确保任何剩余废弃物以安全和有利于环境的方式处理。此外，公司将与其他人合作解决其以往的操作和处理行为所产生的问题。

The Company will continue to expand its knowledge of safety, health and the effect of its operations on the environment. The Company is committed to playing a leading role in promoting best practice in its industry including in promptly applying and sharing with employees, contractors, customers, the scientific community, government agencies and others potentially affected.

公司将继续加深其对安全、卫生及其作业对环境的影响的认识。公司承诺在推动所在行业最佳行为方面发挥领先作用，包括及时向雇员、承包商、客户、科研单位、政府结构及其他可能受影响者实施和分享。

The Company strives to be a trusted and responsible member of every community in which it lives and works. It recognises that public trust and confidence are earned through performance, open communication and community involvement.

公司努力争取成为其生活和工作所在的任何社区受信任及负责任的成员。公司承认，公众信任和信心只有通过良好行为、开放交流和社区参与才能赢得。

The Company supports the Responsible Care, health, safety and environmental improvement initiative of the chemical industry. Accordingly, the Company is committed to following the Guiding Principles and to implementing the Codes of Management Practices of the initiative.

公司支持化工行业的负责、关爱、卫生、安全和改善环境倡议。因此，公司承诺接受该项倡议的指导原则、实施该项倡议的管理行为准则。

With the active participation of all employees and contractors, who are individually and collectively responsible for its performance, and through the relentless pursuit of continuous improvement, the Company is committed to be a leader in safety, health and environmental protection. Performance in the area of safety, health and the environment will be included in the employee appraisal process. It will undertake appropriate reviews and evaluations of its operations to measure improvement and to ensure compliance with this policy.

通过分别及共同对其自身行为负责的雇员和承包商的积极参与，通过对持续改善的不懈追求，公司承诺争取成为安全、卫生和环境保护的领先单位。在安全、卫生和环境方面的表现将被纳入雇员的考核程序。公司将对其作业进行适当的检查和评估，以测量改善的幅度、确保符合本政策。

[Alcohol and Drugs]

[酒精和毒品]

The Company is committed to a safe, healthy, and productive work place for all. The Company recognises that alcohol, drug or other substance abuse by colleagues will impair their ability to perform properly and will have serious adverse effects on the safety, efficiency, and productivity of other colleagues and the Company as a whole. The misuse of legitimate drugs, or the use, possession, distribution, or sale of illicit or unprescribed controlled drugs on Company business or premises, is strictly prohibited and is grounds for termination of employment. Possession, use, distribution, or sale of alcoholic beverages on Company premises is not allowed without prior approval of appropriate senior management. Being unfit for work because of use of drugs or alcohol is strictly prohibited and is grounds for termination of employment. While this Policy refers specifically to alcohol and drugs, it is intended to apply to all forms of substance abuse.

公司承诺为所有人提供安全、卫生和高效的工作场所。公司承认，同事滥用酒精、毒品和其他物质，将会影响其正常的行为能力、并对其他同事的安全、效率和生产力产

生严重不利影响。严禁在公司业务中或场所内滥用非法药物、或使用、拥有、散发或销售非法或无处方管制药物，一经发现即可解除劳动关系。未经适当高级管理层事先批准，不得在公司场所内拥有、使用、散发或销售酒精饮料。严禁由于使用毒品或酒精而缺勤，一旦发生即可终止劳动关系。虽然本政策中仅仅列明酒精和毒品，但其适用于所有形式的物质滥用。

The Company recognises alcohol or drug dependence as a treatable condition. Colleagues who suspect they have an alcohol or drug dependencies are encouraged to seek advice and to follow appropriate treatment promptly before it results in job performance problems. Medical professional staff will advise and assist in securing treatment. Those colleagues who follow approved treatment will receive disability benefits in accordance with the provisions of established benefit plans and medical insurance coverage consistent with existing plans.

公司承认，酒精或毒品依赖是一种可以治愈的情况。鼓励怀疑自身患有酒精或毒品依赖的同事在工作表现出现问题之前，及时寻求咨询、接受适当的治疗。专业医疗人员将指导并协助其获得治疗。接受经批准的治疗的同事将按照现有的福利计划获得残疾福利及与现有计划一致的医疗保险。

No colleague with alcohol or drug dependency will be terminated due to the request for help in overcoming that dependency or because of involvement in a rehabilitation effort. However, a colleague who has had or is found to have a substance abuse problem will not be permitted to work in designated positions identified by management as being critical to the safety and well-being of colleagues, the public, or the Company. Any colleague returning from rehabilitation will be required to participate in a Company-approved after-care programme. If a colleague violates provisions of the Alcohol and Drugs Policy, appropriate disciplinary action will be taken. Such action cannot be avoided by a request at that time for treatment or rehabilitation. If a colleague suffering from alcohol or drug dependency refuses rehabilitation or fails to respond to treatment or fails to meet satisfactory standards of effective work performance, appropriate disciplinary action, up to and including termination, will be taken. This policy does not require and should not result in any special regulations, privileges, or exemptions from normal job performance requirements.

患有酒精或毒品依赖的同事不会因为请求帮助克服依赖或因为接受康复治疗而被终止劳动关系。但曾经患有或被发现患有物质滥用问题的同事不得在管理层认定为对同事、公众或公司的安全和健康影响重大的特定岗位工作。康复后返回的任何同事，将被要求参加经公司批准的愈后计划。若同事违反酒精和毒品政策的规定，公司将采取适当的惩戒措施。上述惩戒措施不能因为当时提出治疗或康复治疗要求而得以豁免。若患有酒精或毒品依赖的同事拒绝康复治疗、拒不配合治疗或未能达到有效工作表现的满意标准，公司将采取适当的惩戒措施，直至并包括终止劳动关系。本政策不要求、且不导致关于任何正常工作表现要求的任何特别规定、特权或豁免。

The Company may conduct unannounced searches for drugs and alcohol on owned or controlled property. The Company may also require colleagues to submit to medical evaluation or alcohol and drug testing where cause exists to suspect alcohol or drug use. Unannounced periodic or random testing will be conducted when a colleague meets any one of the following conditions: has had a substance abuse problem or is working in a designated position identified by management, a position where testing is required by law, or a specified executive position. A positive test result or refusal to submit to a drug or alcohol test is grounds for disciplinary action, including termination.

公司可对自有或控制的财产进行毒品和酒精突击搜查。公司如有理由怀疑使用酒精或毒品，也可要求同事接受医疗评估或酒精和毒品检测。在同事符合下列任何一项条件时，公司将进行定期或不定期突击检测：曾有物质滥用问题或在管理层认定的特定岗位、法律规定要求检测的岗位、或特定的执行级岗位工作。检测结果阳性或拒绝接受毒品或酒精检测，公司可以采取惩戒措施，包括终止劳动关系。

Contractor personnel are also covered by paragraph one and the search provision of paragraph four of this policy. Those who violate this policy will be removed from Company premises and may be denied future entry.

承包商人员也受本政策第一款和第四款的搜查规定的约束。违反本政策者将被逐出公司场所且可能将来也不能再次进入。

In addition to the above policy, it is a requirement of the Company that all applicants accepting offers of regular employment must pass a drug test.

在上述政策之外，公司还规定所有接受正式聘用的申请者必须通过毒品检测。

Note: This policy will be adopted globally to be effective as from July 2000 with exceptions in some areas for language differences, which have been approved by the Infineum Leadership Team.

注：本政策全球适用，于2000年7月生效，由于语言差异，经润英联领导团队批准的某些地区除外。

[Harassment in the Workplace]

[工作场所的骚扰]

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All directors, officers and employees will be subject to disciplinary action up to and including termination for any act of harassment.

所有董事、高级职员和雇员均可由于任何骚扰行为而面临惩戒措施，直至且包括终止劳动关系。