





Jiangsu Zhongneng Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

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In order to establish, implement and maintain a corporate social responsibility management system to ensure that factory operations comply with national labor regulations and social responsibility standards, To continuously improve the performance of corporate social responsibility, Xu Yaqin has been appointed as the representative of CSR managers. In addition to performing his own duties, he should also perform the following duties:

1.
1.Responsible for establishing and maintaining social responsibility management system, promoting, coordinating and supervising the implementation of social responsibility activities.
2.
2.Responsible for the establishment of factory personnel administration procedures and systems, including staff recruitment, wage standards, wage distribution, employee welfare, employee training and rewards and punishment measures.
3.
3.Updating and implementing laws and regulations.

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

In order to establish, implement and maintain the health and safety management of the factory, To ensure that the operation of the factory conforms to laws and regulations and social responsibility standards, and to continuously improve the factory's operation and management. After a study, it is decided to appoint Zhou Huansheng as the factory health and safety management representative, who shall perform the following duties in addition to his own:

- 1.
- 1.Responsible for the development and promotion of factory safety and health procedures and systems.
- 2.
- 2.Regularly audit the factory's safety and health performance, provide regular safety and hygiene training.
- 3.
- 3.Ensure factory activities comply with safety and health regulations.
- 4.
- 4.Ensure the safety and health of employees.
- 5.
- 5.Ensure the security of factory property.

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

We hereby appoint Pan pengpeng, Yao binbin, Shen Jie and Liu Shaohua as health safety officers of Jiangsu Zhongtian Technology Co., Ltd., responsible for the health and safety of all employees of the factory. Their main responsibilities are:

1.
 - 1.To implement the relevant work safety regulations, rules and standards, and check the implementation of the work safety technical procedures and related work safety management system, and supervise and inspect the implementation;
 - 2.
 - 2.Make safety activity plan for the whole plant, and check the implementation.
 - 3.
 - 3.Give professional guidance to safety staff, assist production supervisor to do a good job in safety ideology, safety technology education and assessment work.
 - 4.
 - 4.Responsible for the management of safety devices, protective equipment and fire fighting equipment.
 - 5.
 - 5.Go to the site to conduct safety inspections, stop illegal operations directed against the rules, those who do not listen to dissuade, have the right to stop their work, and report to the leader for handling.
 - 6.
 - 6.Responsible for the statistics and reporting of casualties, participate in accident investigation and analysis. All personnel and departments of the plant are requested to cooperate with their work, the plant safety accidents and hidden dangers to a minimum.

Human Rights

The factory shall comply with international and national labor laws and regulations to reduce risks of violations and occupational accidents and health losses. The factory's policy is:

A factory may not employ or support child labor.
working hours

The factory shall comply with r

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Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

There must be no discrimination in the employment of workers and decisions on hiring, pay, benefits, punishment and dismissal should be based solely on the individual's ability to work.

Safe and healthy work environment

Relay is to ensure that workers have a safe and healthy working environment and do not place workers in dangerous working conditions.

environmental protection

Comply with applicable national and local environmental laws and regulations, continuously improve environmental management, prevent and reduce environmental pollution.

Prisoner

It is not allowed to employ prisoners, and it is strictly prohibited to subcontract products to prisons for production.

Other requirements

Strictly adhere to the customer's code of for manufacturers, select suppliers / subcontractors according to their ability to meet social responsibility standards, and manage them to continuously improve social responsibility performance.

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

With the development of economic globalization, especially in the past two decades, European and American multinationals have shifted their production bases of labor-intensive products to developing countries and regions with lower labor costs. Establish a "global purchase, global sales" business model, greatly reduced costs, access to great development. At present, more than 95 percent of labor-intensive products in the European and American markets are produced by developing countries.

In the past ten years, more and more people in developed countries in Europe and the United States have realized the close relationship between labor standards and trade. Consumers are increasingly concerned about labour issues. They are asking more and more questions about the conditions under which products are manufactured. They want to know whether the products they are buying are produced by child or forced labor and whether the factories that produce them observe basic labour standards. They also asked multinationals to take further action to monitor labour conditions in overseas contract factories.

In this campaign, non-governmental organizations, such as trade unions, labour organizations, consumer associations, human rights organizations, religious organizations and university students' organizations have played a key role, They demand that TNCs, particularly in the consumer goods sector, take practical action to ensure that their suppliers (factories) in developing countries comply with local labour regulations and safeguard workers' fundamental rights. Some non-governmental organizations will also send representatives to visit these factories to investigate the labour problems in the factories and then submit their findings to the presidents of the multinational companies concerned for answers. Some reports of major incidents will even be widely disseminated in the news media, resulting in great pressure.

Ten years ago, most multinationals used to assume no social responsibility under the pretext that these factories were not owned or managed by them; With the increasing social awareness of the general public and the increasing protest actions, some non-governmental organizations often hold large demonstrations to boycott the products of some transnational companies that use child labor or sweatshops, Obstructing the business activities of companies, storming their office buildings and even damaging or destroying their shops, causing huge economic losses and serious damage to their brand image. As a result, stock prices of some companies fell and even top managers were forced to resign.

At present, almost all multinationals are aware of their social responsibilities to global

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

Management of manuals

The establishment, implementation and maintenance of a documented management system is conducive to the continuous achievement of good social responsibility performance. A complete set of management system documents includes three levels, namely, management manuals, procedures and operating documents and records.

The management manual is designed to clarify corporate social responsibility policies, basic principles and basic procedures for the factory formulates the procedure document, the operation document and the concrete implementation provides the guidance, ensures the factory policy stability.

The CSR Manager's Representative is responsible for establishing, implementing and maintaining this manual and continuously improving the management system of the factory. In order to meet the expectations and requirements of the factory and its stakeholders, thereby continuously improving corporate social responsibility performance.

This manual is approved by the General Manager of the factory to be published for implementation.

The preparation, preservation and revision of the management manual shall be carried out in accordance with the Document and Records Control Procedure. The management representative is responsible for timely issuance of the latest version of this manual, recycling of discarded versions and keeping proper records of receipt and receipt.

The power to interpret the manual rests with the representative of corporate social responsibility managers. In the new period, Zhongtian Science and Technology is pursuing for knowledge, innovation and career, writing a new chapter of development and expansion of Chinese national enterprises.

In order to ensure that the above commercial affairs are completed on schedule, Jiangsu Zhongtian Science and Technology Co., Ltd. has established the following management systems:

- 1. Quality management system: IS09001 2008 / GB/T19001-2008
- 2. Environmental management system: 2004 / GB / T2401-2004
- 3. occupational health and safety management system: OHSAS18001 2007 / GB/T28001-2011

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

Implementing the ISO / 26000 Social Responsibility Guide, the factory is increasingly aware of the increasing demand for socially responsible behaviour and its benefits, and is committed to sustainable development including health and social welfare. On July 1, 2013, Zhongtian Technology's Corporate Social Responsibility Report 2012 was released.

On September 24, 2013, the 2012-2013 annual list of China Communications Industry List was officially released at the Beijing International Information and Communication Exhibition, Zhongtian Technology was awarded the China Communications Industry Annual Corporate Social Responsibility Award, one of only two winning units in the national industry.

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Zip Code: 226463

factory English Name:JIANGSU ZHONGTIAN TECHNOLOGY CO., LTD.

Associate: Xu Yaqin

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Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

The factory and all management recognize that compliance with international labour standards and the protection of labour rights are essential conditions for a responsible factory and are expected of stakeholders such as consumers, customers, the public and governments.

The factory undertakes to comply with national labor laws and regulations, comply with internationally recognized labor standards, as well as other applicable industry standards and international conventions, and continuously improve working conditions and employee welfare. Like quality management, social responsibility management is also an organic part of the factory's daily operation. Fulfilling social responsibility is a necessary condition for the factory to provide good products to meet customer needs.

The factory appoints top managers to be responsible for social responsibility management, establishes, implements and maintains a good social responsibility system and extends this requirement to suppliers .

factory statement:

The use of child and forced labour is prohibited and no supplier or subcontractor using child or forced labour will be accepted.

Respect for workers' freedom and prohibition of forced labour in any form.

Provide safe and hygienic working and living conditions to ensure the safety and health of employees.

Promote co-operation between employers and employees and respect the right to freedom of association and collective bargaining.

Provide an equal and fair work environment and prohibit any form of discrimination.

Respect the basic human rights of employees and prohibit any form of degrading behavior.

Arrange production plan reasonably, arrange workers' working time and rest.

Provide reasonable wages and benefits that meet at least the workers' basic needs.

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

General Manager:

Take ultimate responsibility for the factory's socially responsible performance. He is responsible for the formulation and implementation of corporate social responsibility policies, periodic evaluation of the factory's social responsibility performance, for the normal operation of the CSR management system to provide appropriate resources to ensure that the performance of social responsibility continues to improve.

Management representatives:

Responsible for establishing and maintaining social responsibility management system, promoting, coordinating and supervising the implementation of social responsibility activities. As a Safety and Health Management Representative, he is responsible for developing and promoting the factory's safety and health procedures and systems, Regularly audit the factory's safety and health performance, provide regular safety and hygiene training, ensure that the factory activities comply with local safety and sanitation regulations, ensure the safety and well-being of factory employees, ensure factory property safety.

Director of Personnel:

Responsible for the development and implementation of human resources management procedures and systems, including staff recruitment, salary standards, salary payment, employee welfare, employee training and rewards and punishment measures.

Finance Manager:

In accordance with corporate social responsibility policy and principles, responsible for the development of factory wage and benefit plan, ensure that wages and benefits comply with local regulations.

Production Manager:

According to the factory's social responsibility policy and principles, responsible for the reasonable arrangement of production plan, strict control of working hours, maintain good working conditions, ensure the machinery and equipment in a safe and sanitary condition.

Purchasing Manager

Responsible for incorporating social responsibility performance into supplier and subcontractor management procedures in accordance with factory policies and principles, With the assistance of Personnel

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

Department, regularly evaluate the social responsibility performance of suppliers and subcontractors, strengthen cooperation, and gradually push suppliers and sub-contractors to improve their performance.

Workers' representatives:

Workers' representatives are elected by workers and represent their interests. He should regularly meet with employees of all departments and levels of the factory to obtain their opinions and suggestions on the factory's policies, systems and operations. And these comments and suggestions to the factory management, and factory management to explore solutions and measures to help explain and promote the factory's improvement measures.

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

Establish the social responsibilities of the factory to help the factory develop, maintain and strengthen the factory's policies and procedures and to certify to the customer or the certification authority that the plant's policies, procedures and procedures are in compliance.

This manual is applicable to factory social responsibility management.

3.1

3.1 Definition of factory:

Any organization or enterprise as a whole responsible for implementing the provisions of this Standard, including all employees of the factory (i.e. directors, decision-making hierarchies, managers, supervisors and non-managers, whether directly employed, contractual or otherwise representative of the factory).

3.2

3.2 Definition of supplier:

An entity that provides goods or services to a factory by providing goods or services that form part of or are used to produce goods or services produced by the factory.

3.3

3.3 Definition of Subcontractor:

An entity in a supply chain that provides goods or services directly or indirectly to a supplier, providing goods or services that form part of or are used to produce goods or services produced by the supplier or factory.

3.4

3.4 Definition of remedial action:

Action to remedy non-conformities.

3.5

3.5 Definition of corrective action:

Action to prevent non-conformances from recurring.

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

3.6

3.6 Definition of interest groups:

Individuals or groups concerned about or affected by a factory's social performance.

3.7

3.7 Definition of Children:

Any person under the age of 15.If local law stipulates that the minimum working age or compulsory education age is higher than 15 years,

The higher age prescribed by law shall apply.

If local law stipulates that the minimum working age is 14 years,

Compliance with the International Labor Organization

138

Article 138 of the Convention concerning exceptions in developing countries applies the lower age provided by law.

3.8

3.8 Definition of juvenile workers:

Any worker who is older than the child defined above but under the age of 18.

3.9

3.9 Definition of child labour:

146

Any person of the child's age as defined above shall engage in labour unless it conforms to Article 146 of the recommendations of the International Labour Organization.

3.10

3.10 Definition of compulsory labour:

Non-original work or service extracted under threat of punishment.

3.11

3.11 Definition of saving children:

All necessary support and actions are taken to ensure the safety, health, education and development of children who have been child laborers and have been demobilized.

4.1.1

4.1.1 factory not employ or support the employment of child labour.

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

4.1.2

4.1.2 Companies establish, document, maintain policies and procedures for saving child labour, effectively communicate these policies and procedures to employees and other interest groups, and provide adequate support to enable child workers to receive school education until they are older than children.

4.1.3

146

4.1.3 Companies establish, document, maintain policies and procedures for promoting education for children and young workers, and effectively communicate these policies and procedures to employees and other interest groups.Children under these policies and procedures must conform to Article 146 of the International Labor Organization's Recommendations, while adolescents are of age under local compulsory education laws or are in school.Policies and procedures should include specific measures to ensure that no child or adolescent workers are employed during school hours, and that the combined daily traffic (round-trip places of work and schools), school and work hours for child and adolescent workers should not exceed 10 hours.

4.1.4

4.1.4 factory not expose children or adolescent workers to any hazardous, unsafe or unhealthy conditions inside or outside the working environment.

4.2.1

29

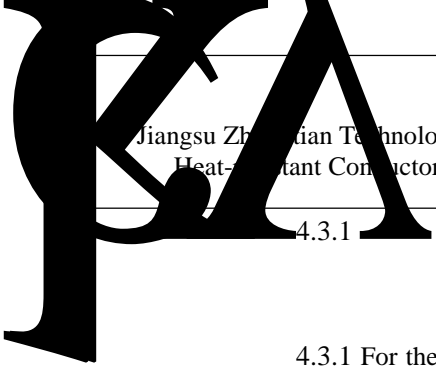
4.2.1 Companies not use or support forced and compulsory labour as defined in International Labor Organization Convention No. 29, nor shall they require employees to pay a deposit or mortgage identity card at the beginning of employment.

4.2.2

4.2.2 Companies and organizations providing labor to companies not withhold part of the workers'wages, benefits, property or certificates in order to force employees to continue working in the factory.

4.3.3

4.3.3 Employees are entitled to leave the workplace after completing standard working hours.Employees are free to terminate the employment contract after giving reasonable notice to the factory.



Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

4.3.1

4.3.1 For the sake of understanding the hazards in the general industry and any specific hazards, the factory provide a safe and healthy working environment, and take effective measures to minimize the potential hazards in the working environment under possible conditions, in order to avoid the health hazards at work or due to work-related or work-related accidents.

4.3.2

4.3.2 The factory designate a high-level representative to provide a healthy and safe working environment for all employees and to implement the health and safety provisions of this Standard.

4.3.3

4.3.3 Companies regularly provide employees with effective health and safety guidance, including on-site and professional work guidance, if necessary.Recurrent guidance should be given to employees who are new to, transferred to, and in the place where the accident occurred.

4.3.4

4.3.4 The factory establish a mechanism for detecting, preventing and responding to potential threats that may endanger the health and safety of any employee.The factory shall keep written records of all accidents occurring in its workplace, domicile under its jurisdiction and property.

4.3.5

4.3.5 factory provide employee with appropriate personal protection at their own expense.When an employee is injured at work, the factory provide first aid and assist the worker in obtaining follow-up treatment.For pregnant and expectant mothers, the factory should assess all risks and ensure that reasonable measures are taken to eliminate or reduce their health and safety risks.

4.3.6

4.3.6 The factory provides dormitories for employees, ensure that the dormitory equipment is clean, safe and can meet the basic needs of employees.

4.3.7

4.3.7 The factory provide all employees with clean toilets, potable water and, if necessary, hygienic facilities for food storage.

4.3.8

4.3.8 The factory ensure that the dormitory facilities provided to employees are clean, safe and meet their basic needs.

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Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

4.4.1 The factory respect the right of all employees to freely form and participate in unions and to collective bargaining.

4.4.2

4.4.2 When the right to freely organize trade unions and collective bargaining is legally restricted, companies assist employees in adopting similar methods methods to achieve the goal of independent and free combination and negotiation.

4.4.3

4.4.3 Companies ensure that trade union representatives are not discriminated against and have access to trade union members in the working environment.

4.5.1

4.5.1 In matters such as employment, compensation, training opportunities, promotion, dismissal or retirement, Not engage in or support any act of discrimination based on race, social class, nationality, religion, disability, gender, gender orientation, union membership or political affiliation.

4.5.2

4.5.2 The factory not interfere with the rights of its employees to adhere to creeds, norms or requirements concerning race, social class, nationality, religion, disability, gender, gender orientation and trade unions.

4.5.3

4.5.3 The factory not permit any threat, abuse, exploitation or sexual harassment, including physical, verbal and physical harassment, in the workplace, in the domicile provided to the Employee by the factory and in other places provided to the Employee.

4.5.4

4.5.4 Companies not require employees to undergo pregnancy or virginity tests under any circumstances.

4.6.1

4.6.1 factory grant all personnel dignity and respect.The factory not impose or support corporal punishment, mental or physical coercion to And verbal insults.Nor workers be treated in a crude and inhuman way.

4.7.1

4.7.1 The factory observe the working hours stipulated by applicable laws and in conformity with

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

industrial standards;In any case, no Employees can often be required to work more than 48 hours a week and be provided with at least one of them every seven days A day's rest.

4.7.2 ()

4.7.2 Companies ensure that each employee's overtime work (more than 48 hours a week) does not exceed 12 hours a week.Unless in special and short-term business situations, companies not require employees to work overtime and should always pay extra allowances for overtime work.

- a.
A. Overtime allowed by national law to exceed this provision;
- b.

B. After free consultation, the two parties have signed a collective bargaining agreement that allows for an equal distribution of working hours and provides appropriate breaks during the working days.

4.7.3 4.7.4

4.7.3 Unless it conforms to Article 4.7.4 (see below), all overtime must be voluntary and no more than twelve hours of overtime per week shall be allowed.

4.7.4

4.7.1

4.7.4 If a collective agreement is reached through free negotiation between the factory and the workers'organization representing a large number of its employees (as defined above), the factory may require workers to work overtime to meet short-term business needs in accordance with the agreement.Any such agreement shall comply with the relevant provisions of Article 4.7.1 above.

Guidelines:

4.8.1

4.8.1 The factory lpay the salary required for the livelihood of its employees and ensure that the wages paid within a standard working week meet at least the statutory or industry minimum wage standards and meet the basic needs and daily expenses of its employees.

4.8.2

4.8.2 The factory guarantee that no wage deductions will be made for disciplinary purposes unless the following conditions are met:

- a.
A. Such wage deductions for punishment are permitted by the laws of the State;
- b.
B. Obtain the consent of free collective bargaining.

4.8.3

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

4.8.3 The factory ensure that, during each pay period, a detailed list of the salary and benefit composition is regularly provided in writing for the remuneration paid to the employees;The factory shall also ensure that wages and benefits are in full conformity with all applicable laws.Payments of wages and benefits shall be made in cash or by check to facilitate the withdrawal of employees.

4.8.4

4.8.4 For all overtime work, overtime allowance be paid in accordance with the provisions of the State. If overtime allowance is not provided for in some national laws or collective agreements, the overtime allowance shall be determined according to the premium rate or general industry standards (whichever is higher).

4.8.5

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4.8.5 The factory ensure that it does not adopt pure labor outsourcing contracts, continuous short-term contracts and/or false apprenticeship systems in order to avoid the obligations to its employees as stipulated in the applicable laws of the Labor and Social Security Regulations.

Guidelines:

policy

4.9.1

4.9.1 Senior management formulate in writing the factory's policy on social responsibility and working conditions, and display the policy and standards in a prominent position in the factory, informing employees that the factory has voluntarily chosen to comply with the standards.The policy should explicitly include the following commitments:

a.

A. Comply with all the provisions of the standard;

b.

B. Comply with national and other applicable laws, other rules signed by companies, and respect international regulations and their interpretation;

c.

C. Conduct regular reviews of factory policies for continuous improvement.Changes in legal, code of conduct requirements and other requirements of the factory should be considered in the review.

d.

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D. Ensure that factory policies are effectively documented, implemented, maintained, communicated and readily accessible to all employees, including directors, managers, supervisors, and non-managerial personnel, whether directly hired, contracted or otherwise represented by the factory;

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

e.

E. To make their policies public to relevant stakeholders in an effective manner and manner as required.

Management Representative

4.9.2

4.9.2 The factory appoint a management representative who, in addition to other responsibilities, shall ensure that all requirements of this manual are met.

Worker's representative.

4.9.3

4.9.3 Companies recognize that dialogue with workers is a key component of social responsibility and should ensure that all non-managers have the authority to communicate with senior management on matters related to this manual. Representatives shall be appointed by the union, and among them shall be elected a workers' representative by non-management personnel. Under no circumstances a representative of a worker be regarded as a substitute for a representative of a trade union.

Management Review

4.9.4

4.9.4 The highest management periodically review the factory's policies, procedures and results of their implementation to check their adequacy, appropriateness and continuity in accordance with the provisions of this Standard and other regulatory requirements signed by the factory. If necessary, the system should be amended and improved. Representatives of workers shall participate in management review.

Planning and Implementation

4.9.5

4.9.5 The factory ensure that the provisions of this Standard are understood and implemented by all parties, including, but not limited to, the following methods:

a.

A. Define clearly the functions, responsibilities and powers;

b.

B. Training new, recruited and temporary employees from the date of employment;

c.

C. Provide regular guidance to existing employees,

Training and publicity;

d.

D. Continue to monitor activities and effectiveness to verify that the system implemented meets

Jiangsu Zhongtian Technology Co., Ltd. Heat-resistant Conductor Factory	Handbook of Social Responsibility Management	Document code
		Implemented in
		Version code

factory policies and the requirements of this standard;

4.9.6 SA8000

4.9.6 Companies refer to the SA8000 Guide for explanations and explanations related to standard provisions. Monitoring of suppliers and subordinate suppliers

4.9.7

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4.9.7 The factory keep appropriate records of the commitment of suppliers (subsuppliers, if circumstances permit) to social responsibility, including, but not limited to, contractual agreements and/or written commitments of these organizations:

a)

A) Comply with all the provisions of this standard and have the same requirements for subordinate suppliers;

b)

B) Participate in supervisory activities at the request of the factory;

c)

C) Identify root causes and promptly implement corrective and preventive actions to resolve any inconsistencies with the provisions of this Standard;

d)

D) To inform the factory in a timely and complete manner of any relevant business relations with other suppliers, subcontractors and subcontractors.

4.9.8

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4.9.8 The factory establish, maintain, and document appropriate procedures in writing, taking into account its ability and commitment to meet the requirements of this Standard when evaluating and selecting suppliers (subsuppliers, if circumstances permit).

4.9.9

4.9.9 The factory endeavour to ensure that suppliers meet the requirements of this Standard within their control and influence.

4.9.10

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4.9.10 factory provide a confidential means for all employees to report violations of this standard to factory management and worker representatives. When employees and other stakeholders question whether the factory complies with factory policies and/or with the provisions of this Standard, the factory investigate, process and respond to the fact that employees not be punished, dismissed or discriminated against if they provide information on whether the factory complies with this Standard.

4.9.11

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4.9.11 If any violation of the factory's policies and/or the provisions of this Standard is identified, the factory identify the root cause and, in light of its nature and severity, allocate appropriate resources to implement corrective and preventive measures in a timely manner.

Jian Zhong, Feng Chen, and
Zhenfeng Chen

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