



江苏中大科技股份有限公司
JIANGSU ZHONGTIAN TECHNOLOGY CO., LTD.

社会责任管理手册

Handbook of Social Responsibility Management

依据：WCA 标准文件

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ZTTHRC-W01-ZL

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02 社会责任管理代表任命书

Appointment of Representative of Social Responsibility Management

为了建立、实施和维持工厂社会责任管理体系，确保工厂运作符合国家劳动法规和社会责任标准，持续改善工厂社会责任表现，经研究决定，任命徐亚琴为社会责任管理者代表，除履行其本身职责外，还应履行以下职责：

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.负责建立和维持社会责任管理体系，推动、协调和监督社会责任活动的实施。

1.Responsible for establishing and maintaining social responsibility management system, promoting, coordinating and supervising the implementation of social responsibility activities.

2.负责制定人事行政管理程序和制度，包括员工招聘、工资标准、工资发放、员工福利、员工培训及奖惩措施等。

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.法律法规的更新与贯彻。

3.Updating and implementing laws and regulations.

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03 健康与安全管理代表任命书

Appointment of Health and Safety Management Representative

为了建立、实施和维持工厂的健康与安全管理，确保工厂运作符合法律法规和社会责任标准，持续改善工厂经营管理，经研究决定，任命周船生为健康与安全管理代表，除履行其本身职责外，还应履行以下职责：

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.负责制订和推广工厂安全卫生程序和制度。
1.Responsible for the development and promotion of factory safety and health procedures and systems.
- 2.定期审核工厂安全卫生表现，提供定期安全卫生培训。
2.Regularly audit the factory's safety and health performance, provide regular safety and hygiene training.
- 3.确保工厂活动符合安全卫生法规。
3.Ensure factory activities comply with safety and health regulations.
- 4.确保工厂员工生命安全和健康。
4.Ensure the safety and health of employees.
- 5.确保工厂财产安全。
5.Ensure the security of factory property.

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04 任命书

Appointment book

兹任命潘鹏鹏、姚彬彬、沈捷为江苏中天科技股份有限公司健康安全员工，全面负责本工厂的全体员工的健康安全，其主要工作职责为：

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.贯彻有关安全生产法规、制度和标准，并检查执行情况参与拟定、修订车间安全技术规程和有关安全生产管理制度，并监督检查执行情况；

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.制订全厂安全活动计划，并检查执行情况。

2.Make safety activity plan for the whole plant, and check the implementation.

3.对厂内安全员进行业务指导，协助生产主管搞好职工安全思想、安全技术教育和考核工作。

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.负责厂内安全装置、防护器具、消防器材的管理工作。

4.Responsible for the management of safety devices, protective equipment and fire fighting equipment.

5.深入现场进行安全检查，制止违章指挥的违章作业，对不听劝阻者，有权停止其工作，并报请领导处理。

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.负责伤亡事故的统计上报，参与事故调查和分析。请全厂所有人员和部门配合其工作，把全厂的安全事故及隐患减到最低。

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.

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05 社会责任方针

Social responsibility policy

江苏中天科技股份有限公司社会责任方针：

Jiangsu Zhongtian Technology Co., Ltd. social responsibility policy:

社会责任系统是企业符合国际及国家劳动法规，减少违规风险和职业安全卫生损失而建立的，本工厂的方针是：

The Social Responsibility System is established in compliance with international and national labor laws and regulations to reduce risks of violations and occupational safety and health losses. The factory's policy is:

1. 童工 child labor

工厂不可雇用童工或支持雇用童工的行为。

A factory may not employ or support child labor.

2. 工作时间 working hours

本工厂在工作时间及加班方面应遵守国家的规定，而且保证每周7天中工人至少休息一天，加班必须要征求员工的同意，员工生病应获准请假。

The factory shall comply with the state regulations in terms of working hours and overtime, and ensure that workers have at least one day off in 7 days a week. Overtime must be agreed by employees, and employees should be allowed to take leave when sick.

3. 薪酬 pay

保证给付的标准工作周的工资至少能达到法律规定的最低工资标准，保证不会为了惩戒的目的而扣减工资。

The standard working week is guaranteed to be paid at least the minimum wage established by law and is guaranteed not to be deducted for disciplinary purposes.

4. 强迫劳动 forced labor

全部员工为自愿受聘，工厂不可雇用或支持雇用强制性劳工的行为，也不可要求员工在受雇之时交纳押金或存贷身份证于工厂。

All employees are employed voluntarily. The factory may not employ or support the employment of compulsory labor, nor may it require employees to pay a deposit or deposit an identity card with the factory at the time of employment.

5. 结社自由 freedom of association

允许员工有自由结社和参加工会的权利，并尊重员工组织起来进行集体谈判的权利，并保证员工代表不受歧视，并在工作环境中能够自由接触员工。

Allow employees the right to freely associate and join trade unions and respect the right of employees to organize for collective bargaining, and guarantee that employee representatives are not discriminated against and have free access to employees in the working environment. ep-08-09-02-006.txt 006 998 Andrzej Jan Szejna PSE.

6. 惩戒性措施 Disciplinary measures

工厂不可从事或支持肉体上的惩罚，精神或肉体胁迫以及言语凌辱，决不参与任何漠视与践踏人权的行为。

The factory shall not engage in or support physical punishment, mental or physical coercion, and verbal abuse, and shall not participate in any disregard or abuse of human rights.

7. 无歧视 Non-discrimination

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在雇用工人时不能有歧视行为，在决定雇用、薪资、福利、惩罚、解雇方面应完全以个人的工作能力为依据。

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.

8. 安全健康的工作环境 Safe and healthy work environment

要接力保证工人有一个安全健康的工作环境，不能将工人置于危险的工作条件下。

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

9. 环境保护 environmental protection

遵守适用的国家及地方环境法规，在环境管理过程中持续改善，进行污染防治及减少环境污染。

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

10. 囚工 Prisoner

不允许招用囚工，严禁将产品分包给监狱生产。

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

11. 其他要求 Other requirements

严守客户对制造商制定的行为准则，根据供货商和分包商达到社会责任标准的能力，来选择供货商/分包商，并对其进行管理，持续改善社会责任绩效。

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

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06 前言 Preface

随着经济全球化发展，特别是近二十年来，欧美跨国公司已经并继续将劳动密集型产品生产基地转移到劳动成本较低的发展中国家和地区，建立起“全球采购，全球销售”的经营模式，大大地降低了成本，获得巨大的发展。目前，欧美市场 95%以上的劳动密集型产品是由发展中国家生产的。

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.

近十几年来，在欧美发达国家，越来越多的人意识到劳工标准和贸易之间的紧密联系，消费者越来越多地关注劳工问题，他们对产品的生产条件提出越来越多的问题，他们想知道他们所购买的产品是否是童工或强迫劳动生产的，生产这些产品的公司是否遵守基本的劳工标准。他们还要求跨国公司采取进一步的行动，监督海外合约公司的劳动条件。

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.

在这一运动中，一些非政府组织，如工会组织、劳工组织、消费者协会、人权组织、宗教组织和大学生组织起了关键的推动作用，他们要求跨国工厂，特别是消费品行业的跨国公司采取实际的行动，确保它们在发展中国家的供应商（公司）遵守当地劳动法规，保障工人的基本权利。有一些非政府组织还会派出代表访问这些公司，调查公司的劳工问题，然后将调查结果提交给有关的跨国公司总裁，要求他们作出回答，有些重大事件报告甚至会在新闻媒体广为传播，形成巨大的压力。

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.

十年以前，大部分跨国公司往往借口这些工厂不属于他们或并不由他们管理，因而不承担任何社会责任；随着广大公众的社会觉悟日益提高，抗议行动日益强烈，一些非政府组织经常举行大型的游行示威活动，联合抵制某些使用童工或者血汗工厂的跨国公司的产品，阻挠公司的商业活动，冲击工厂的办公楼，甚至损坏或捣毁其商店，造成经济方面的巨大损失和品牌形象的严重损害，一些公司因此股票价格下跌，甚至高层经理被迫辞职。

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.

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目前，几乎所有跨国公司都已经意识到它们对全球合作伙伴的社会责任，一些公司制订自己的工厂政策，将公认的劳工标准作为采购合同条款，要求全球合作伙伴（特别是那些为它们生产产品的工厂）遵守国际劳工标准和当地劳动法规，很多大型公司成立了专门的机构，或者委托专业公司监督公司的执行情况，如果发现有严重违反的情况，它们回要求立即纠正，严重的可能会立即取消订单。

At present, almost all multinationals are aware of their social responsibilities to global partners, and some have developed their own corporate policies. Include recognized labor standards as terms of procurement contracts that require global partners (especially those factories that make products for them) to comply with international labor standards and local labor regulations, Many large companies have set up special organizations, or entrusted professional companies to supervise the implementation of the factory, if found serious violations, they will demand immediate correction, serious may immediately cancel the order.

本公司作为一家在江苏地区电线电缆的企业，也收到来自工厂客户和消费者的要求，所有主要客户先后都来厂实地检查，提出了一些宝贵的意见和建议。为了确保工厂持续符合国际劳工标准和本地劳动法规，确保公司的全球竞争力，工厂决定执行最先进的社会责任国际标准。

As a factory in Jiangsu area wire and cable enterprises, also received from the factory's customers and consumers, all major customers have come to the factory site inspection, put forward some valuable comments and suggestions. In order to ensure the factory's continued compliance with international labour standards and local labour regulations and to ensure its global competitiveness, the factory has decided to implement the most advanced international standards of social responsibility.

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07 手册的管理

Management of manuals

7.1 建立、实施和维持一套文件化的管理体系，有利于持续实现良好的社会责任表现。一套完整的管理体系文件包括三个层次，即管理手册、程序文件及作业文件和记录。

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.

7.2 制订管理手册的目的在于明确工厂的社会责任政策、基本原则和基本程序，为工厂制定程序文件、作业文件及具体实施提供指导，确保工厂政策的稳定性。

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.

7.3 工厂社会责任管理者代表负责建立、实施并维持本手册，不断完善工厂管理体系，以适应工厂及利益相者的期望和要求，从而持续改善工厂的社会责任表现。

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.

7.4 本手册经工厂总经理批准后公布执行。

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

7.5 管理手册的编写、保存及修订应根据《文件和记录控制程序》进行，管理者代表负责及时发放本手册的最新版本，同时回收废弃版本，并保持适当的收发记录。

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.

7.6 手册的解释权归社会责任管理者代表。新时期，中天科技正以对知识、对创新、对事业的孜孜追求，书写着中国民族企业发展壮大的新篇章。

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.

为保证上述商业事务如期完成，江苏中天科技股份有限公司已建立了下列管理体系：

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、质量管理体系：ISO9001：2008 / GB/T19001-2008

1. Quality management system: ISO9001: 2008 / GB/T19001-2008

2、环境管理体系：ISO14001：2004 / GB/T24001-2004

2. Environmental management system: 2004 / GB / T2401-2004

3、职业健康安全管理体系：OHSAS18001：2007 / GB/T28001-2011

3. occupational health and safety management system: OHSAS18001: 2007 / GB/T28001-2011

本工厂贯彻 ISO/26000《社会责任指南》，日益认识到不断增加的对社会负责任的行为的需求及其益处，致力于包括健康和社会福利在内的可持续发展。2013年7月1日发布了中天科技《2012年企业社会责任报告》。

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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.

2013年9月24日, 2012-2013 中国通信产业榜年度榜单在北京国际信息通信展正式发布, 中天科技荣获中国通信产业年度企业社会责任奖, 为全国行业仅有的两家获奖单位之一。

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.

工厂地址: 江苏省南通市如东县河口镇中天路1号 邮编: 226463

factory Address: No. 1, Zhongtian Road, Hekou Town, Rudong County, Nantong City, Jiangsu Province
Zip Code: 226463

工厂英文名称: JIANGSU ZHONGTIAN TECHNOLOGY CO., LTD.

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

联系人: 徐亚琴

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08 社会责任政策

Social responsibility policy

9.1 本工厂及全体管理层认识到遵守国际劳工标准和维护劳工权益是一个负责任的公司所具备的基本条件，也是消费者、客户、公众和政府等利益相关者的期望。

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.

9.2 本工厂承诺遵守国家劳动法律法规、遵守国际公认的劳工标准、以及其它适用的行业标准和国际公约，持续改善工作条件和员工福利。与质量管理一样，社会责任管理也是本工厂日常运作的一个有机组成部分，履行社会责任是工厂提供良好产品满足客户需要的一个必要条件。

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.

9.3 工厂任命高层经理负责社会责任管理，建立、实施和维持良好的社会责任管理体系，并将这一要求延伸到供应商。

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 .

9.4 工厂声明： factory statement:

9.4.1 禁止使用童工和强迫劳动，不接受任何使用童工或强迫劳动的供应商。

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

9.4.2 尊重工人自由，禁止任何形式的强迫劳动。

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

9.4.3 提供安全卫生的工作和生活条件，确保员工的安全和健康。

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

9.4.4 推动劳资合作，尊重员工的结社自由和集体谈判权。

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

9.4.5 提供平等和公平的工作环境，禁止任何形式的歧视行为。

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

9.4.6 尊重员工的基本人权，禁止任何形式的侮辱人格的行为。

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

9.4.7 合理安排生产计划，合理安排工人的工作时间和休息休假。

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

9.4.8 提供合理的工资福利，至少满足工人的基本需要。

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

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09 管理责任 Management responsibilities

10.1 总经理： General Manager:

对工厂的社会责任表现承担最终的责任。他负责工厂社会责任政策的制订和执行，定期评估工厂的社会责任表现，为社会责任管理体系的正常运作提供适当的资源保障，推动社会责任表现持续改善。

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.

10.2 管理者代表： Management representatives:

负责建立和维持社会责任管理体系，推动、协调和监督社会责任活动的实施。作为安全卫生管理代表，他负责制订和推广工厂安全卫生程序和制度，定期审核工厂安全卫生表现，提供定期安全卫生培训，确保工厂活动符合当地安全卫生法规，确保工厂员工生命安全和健康，确保工厂财产安全。

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.

10.3 人事部主任： Director of Personnel:

负责制订并执行工厂人力资源管理程序和制度，包括员工招聘、工资标准、工资发放、员工福利、员工培训及奖惩措施等。

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.

10.4 财务部经理： Finance Manager:

根据工厂社会责任政策和原则，负责制订工厂工资福利计划，确保工资福利符合当地法规要求。

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.

10.5 生产部经理： Production Manager:

根据工厂社会责任政策和原则，负责合理安排生产计划，严格控制工作时间，保持良好的工作条件，确保机器设备处于安全卫生状况。

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.

10.6 采购部经理： Purchasing Manager

根据工厂政策和原则，负责将社会责任表现纳入供应商和分包商管理程序，在人事部的协助下，定期评估供应商和分包商的社会责任表现，加强合作，逐步推动供应商和分包商改善社会责任表现。

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

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

10.7 工人代表: Workers' representatives:

工人代表由工人选出，代表工人利益。他应定期会见工厂各个部门和各层次的员工，了解他们对工厂政策、体系和运行的意见和建议，并将这些意见和建议提交给工厂管理层，和工厂管理层探讨解决问题的方法和措施，协助解释和推广工厂的改善措施。

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.

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体系总要求

General System Requirements

1. 目的

1. Purpose and scope

规定工厂应该遵守的社会责任，以帮助工厂发展、维持和加强工厂的政策和程序，同时向顾客或者认证机构证明工厂政策、程序和措施符合规定。

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.

2. 适用范围

2. Scope of application

本手册适用于工厂社会责任管理。

This manual is applicable to factory social responsibility management.

3. 定义

3. Definition

3.1 工厂的定义：

3.1 Definition of factory:

任何负责实施本手册中各项规定组织或企业的整体，包括工厂所有的员工（即董事、决策层、经理、监督和非管理人员，不论是直接雇用、合约性质或以其它方式代表工厂的人）。

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 供货商的定义：

3.2 Definition of supplier:

提供货物或服务给工厂的实体，它所提供的货物或服务构成工厂生产的货物或服务的一部分，或被利用来生产工厂的货物或服务。

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 分包商的定义：

3.3 Definition of Subcontractor:

直接或间接提供货物或服务给供货商的供应链中的实体，它所提供的货物或服务构成供货商或工厂生产的货物或服务的一部分，或被利用来生产供货商或工厂的货物或服务。

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 补救行动的定义：

3.4 Definition of remedial action:

补救不符合事项的行动。

Action to remedy non-conformities.

3.5 纠正行动的定义：

3.5 Definition of corrective action:

防止不符合事项再度发生的行动。

Action to prevent non-conformances from recurring.

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3.6 利益团体的定义:

3.6 Definition of interest groups:

关心工厂的社会表现或受到工厂社会表现所影响的个人或团体。

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

3.7 儿童的定义:

3.7 Definition of Children:

任何十五岁以下的人。如果当地法律规定最低工作年龄或强制教育年龄高于十五岁，

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,

则采用法律规定的较高年龄。

The higher age prescribed by law shall apply.

如果当地法律规定最低工作年龄是十四岁，

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

符合国际劳工组织

Compliance with the International Labor Organization

公约第 138 条有关发展中国家的例外规定，则采用法律规定的较低年龄。

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

3.8 青少年工人的定义:

3.8 Definition of juvenile workers:

任何超过上述定义的儿童年龄,但不满十八岁的工人。

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

3.9 儿童劳动的定义:

3.9 Definition of child labour:

任何属于上述定义的儿童年龄的人所从事的劳动，除非符合国际劳工组织建议条款第 146 条。

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 强迫性劳动的定义:

3.10 Definition of compulsory labour:

在惩罚的威胁下所榨取的非志愿性的工作或服

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

3.11 拯救儿童的定义:

3.11 Definition of saving children:

为了保障曾经担任童工并遭遣散的儿童的安全、健康、教育和发展，而采取的所有必要的支持和行动。

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. 社会责任之规定

4. Provisions for Social Responsibility

4.1 童工

4.1 Child Labor

4.1.1 工厂不雇用童工、不支持雇用童工的行为。

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

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4.1.2 工厂建立、纪录、维持有关拯救童工的政策和程序，和有效的传达这些政策和程序给员工和其它利益团体，提供足够的支持来促使童工接受学校教育，直到他们超过儿童年龄为止。

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 工厂建立、纪录、维持有关推广儿童教育和青少年工人教育的政策和程序，并且有效的传达这些政策和程序给员工和其它利益团体。这些政策和程序规定下的儿童必须符合国际劳工组织建议条款第 146 条，青少年则属于当地强制教育法律规定下的年龄或正在求学当中。政策和程序应该包括具体措施来保证在上课时间内不雇用童工或青少年工人，而且童工和青少年工人的每日交通（来回工作地点和学校）、上学和工作时间加起来不得超过十小时。

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 工厂不置儿童或青少年工人于工作环境内外任何具危险性、不安全性或不健康的情况之下。

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 强迫性劳动

4.2 Compulsory Labor

4.2.1 工厂不使用或支持使用国际劳工组织公约第 29 号中所定义的强迫及强制劳动，也不得要求员工在受雇之初交纳“押金”或抵押身份证件。

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 工厂及为工厂提供劳工的组织不扣留工人的部分工资、福利、财产或证件，以迫使员工在工厂继续工作。

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 员工有权在完成标准的工作时间后离开工作场所。员工在给工厂的合理通知后，可以自由终止聘用合约。

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.

4.3 健康与安全准则：

4.3 Health and safety guidelines:

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4.3.1 工厂出于对普遍行业危险和任何具体危险的了解，提供安全、健康的工作环境，并应采取有效的措施，在可能条件下最大限度地降低工作环境中的危害隐患，以避免在工作中或由于工作发生或与工作有关事故对健康的危害。

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 工厂指定一名高层处理代表负责为全体员工提供健康与安全的工作环境，并且负责落实本标准涉及健康与安全的各项规定。

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 工厂定期为员工提供有效的健康和安全指导，包括现场指导和工作专业指导（如有必要）。应对新进、调职以及在发生事故地方的员工进行反复指导。

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 工厂建立了机制以供检测、防范及应对可能危害任何员工健康与安全的潜在威胁。工厂保存在工作场所、工厂所管辖住所及物业内发生的所有事故的书面记录。

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 工厂自费为员工提供合适的个人保护装置。员工因工作受伤时，工厂应提供急救并协助工人获得后续治疗。对孕妇及待产妇，工厂评估所有风险，并确保采取合理的措施消除或降低其健康和安全的风险。

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 工厂提供员工宿舍，保证宿舍设备干净、安全，并能满足员工的基本需求。

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 工厂给所有员工提供干净的厕所、可饮用的水并在必要时提供储藏食品的卫生设施。

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

4.3.8 工厂确保提供给员工的宿舍设施干净、安全且能满足员工的基本需要。

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

4.3.9 如即将发生严重的危险，所有人员有权离开，且无需征得工厂同意。

4.3.9 In the event of imminent serious danger, all persons shall have the right to leave without the consent of the factory.

4.4 组织工会的自由与集体谈判的权利

4.4 The Right to Freedom and Collective Bargaining of Trade Unions

4.4.1 工厂尊重所有员工自由成立和参加工会，以及集体谈判的权利。

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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 当自由组织工会和集体谈判的权利受到法律限制的时候，工厂协助员工采用类似的方法来达到独立和自由的结合和谈判的目的。

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 工厂保证工会代表不受歧视，并且在工作环境中能够接触工会的会员。

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 歧视

4.5 Discrimination

4.5.1 工厂在聘雇、薪酬、训练机会、升级、解雇或退休等事务上，不从事或支持任何基于种族、社会阶级、国籍、宗教、残废、性别、性别取向、工会会员资格或政治联系的歧视行为。

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 工厂不干涉员工遵奉涉及种族、社会阶级、国籍、宗教、残废、性别、性别取向和工会的信条、规范或要求的权利。

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 工厂不允许在工作场所、工厂提供给员工的住所及提供给员工的其他场所内进行任何威胁、虐待、剥削的行为或性侵扰行为，包括体态骚扰、语言骚扰和身体侵犯。

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 工厂不在任何情况下要求员工做怀孕或童贞测试。

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

4.6 惩戒性措施准则：

4.6 Guidelines for Punishment Measures:

4.6.1 工厂给予所有人员尊严及尊重。工厂不施行或支持体罚、精神或肉体胁迫以及言语侮辱。也不以粗暴、非人道的方式对待工人。

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 工作时间

4.7 working hours

4.7.1 工厂遵守适用法律规定下的和合乎产业标准的工作时间；在任何情况下，不经常要求员工一个星期的工作时间超过四十八小时，并且提供员工每七天之内至少有一天的休息时间。

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

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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 工厂保证每一个员工的超时工作(一星期超过四十八小时)不超过一星期十二个小时。除非在特殊和短期的业务情形之下,工厂不要求员工超时工作,并且永远应该对超时工作付出额外津贴。

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. 国家法律允许加班时间超过该规定;

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

b. 经过自由协商,双方签订集体谈判协议,允许对工作时间进行平均分配,在工作日中提供了适当的休息时间。

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 除非符合第 4.7.4 条(见下款),否则所有加班必须是自愿性质,每周加班时间不得超过十二小时。

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 如工厂与代表众多所属员工的工人组织(依据上述定义)通过自由谈判达成集体协商协议,工厂可以根据协议要求工人加班以满足短期业务需要。任何此类协议应符合上述 4.7.1 条有关规定。

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.

4.8 报酬

4.8 Remuneration

准则:

Guidelines:

4.8.1 工厂支付员工生活所需的薪水,并且保证一个标准工作周内所付工资至少能达到法定或行业最低工资标准,能满足员工的基本需要及日常开销所需。

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 工厂保证不会出于惩戒目的而扣减工资,除非符合以下条件:

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

a. 这种出于惩戒扣减工资得到国家法律许可;

A. Such wage deductions for punishment are permitted by the laws of the State;

b. 获得自由集体谈判的同意。

B. Obtain the consent of free collective bargaining.

4.8.3 工厂确保在每个支薪期间,对于向员工所支付的薪酬,应定期以书面方式详细列出薪水及福利构成;工厂还应保证工资、福利与所有适用法律完全相符。工资、福利的支付

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应采用现金或支票方式，以方便员工支取。

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 对于所有加班，按照国家规定支付加班津贴，如果某些国家法律或集体协议未规定加班津贴，则加班津贴应按溢价率或普遍行业标准来确定（以两者中较高者为准）。

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 工厂保证不采取纯劳务外包合同，连续的短期合约及/或虚假的学徒工制度，以避免劳动和社会保障条例的适用法律中规定的对员工应尽的义务。

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.

4.9 管理系统

4.9 Management System

准则：

Guidelines:

政策

policy

4.9.1 高层管理阶层以书面方式制定工厂针对社会责任和劳动条件所采取的政策，并且在工厂的显要位置展示该政策及标准，告知员工本工厂已自愿选择遵守标准。该政策应明确包括如下承诺：

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. 遵守标准所有规定；

A. Comply with all the provisions of the standard;

b. 遵守国家及其它适用法律，遵守工厂签署的其它规章以及尊重国际条例及其解释；

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

c. 对工厂政策进行定期评审以持续改善。评审时应考虑法律、自身行为准则要求及工厂其他要求的变化；

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. 确保工厂的政策被有效地记录、实施、维持、传达并以通俗易懂的形式供所有员工随时取阅，包括董事、经理、监察以及非管理类人员，无论是直接聘用、合同制聘用或以其它方式代表工厂的人员；

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;

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e. 根据要求，以有效的形式和方法向相关利益方公开其政策。

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

管理代表

Management Representative

4.9.2 工厂指定一名管理代表，该代表除了肩负其它责任外，还应确保本手册的所有要求能得到满足。

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.

工人代表 .

Worker's representative.

4.9.3 工厂认识到与工人开展对话是履行社会责任的关键组成部分，确保所有非管理人员有权就本手册相关事项与高层管理人员开展沟通。代表应由工会指派，由非管理人员在他们中间选举一个工人代表。任何情况下，工人代表都不被视为对工会代表的替代。

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.

管理评审

Management Review

4.9.4 最高管理层依据本手册规定以及工厂签署的其它规章要求，定期评审工厂政策、程序及其执行结果，检查其是否充分、适当和持续有效。必要时应对体制进行修正和改进。工人代表应参与管理评审。

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.

计划与实施

Planning and Implementation

4.9.5 工厂确保工厂上下都通晓、执行本手册规定，包括但不限于下列方法：

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. 明确界定职能、责任和职权；

A. Define clearly the functions, responsibilities and powers;

b. 自聘用之日起，对新进、征调、临时员工进行培训；

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

c. 对现有员工定期进行指导、

C. Provide regular guidance to existing employees,

培训和宣传；

Training and publicity;

d. 持续监督有关活动和成效来检验所实施体系是否符合工厂政策及本手册要求；

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

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factory policies and the requirements of this standard;

4.9.6 工厂参考 SA8000 指南中与标准条文有关的讲解及说明。对供应商及下级供应商的监控

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 工厂保留适当的纪录来载明供应商（如情况允许，下级供应商）对社会责任的承诺，包括但不限于合约协议及 /或这些组织的书面承诺:

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) 遵守本标准所有规定及对下级供应商有同样要求;

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

b) 在工厂要求下参与监查活动;

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

c) 识别根本原因并及时执行纠正与预防行动，解决任何与本标准规定不符之处;

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

d) 及时、完整地向工厂通报与其它供应商、分包商及下级供应商所发生的任何相关业务关系。

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 工厂建立、维持、并以书面形式记录适当程序，在评估及挑选供应商（如情况允许，下级供应商）时考虑其满足本标准要求的能力和承诺。

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 工厂尽力确保供应商在其控制和影响范围内能够达到本手册各项要求。

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

4.9.10 工厂提供保密手段让所有员工向工厂管理层和工人代表对违反此标准作出举报。当员工和其他利益相关方质疑工厂是否符合工厂政策和/或本标准规定的事项之时，工厂调查、处理并作出反应 员工如果提供关于工厂是否遵守本标准的资料，工厂不对其采取惩处、解雇或歧视的行为。

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 如果识别出任何违反工厂政策和/本标准规定的事项，工厂识别根本原因，并根据其性质和严重性，调配相应的资源及时执行改正和预防措施。

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.

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4.9.12 工厂建立和维持适当程序，就工厂在执行本标准各项要求上和符合性，向所有利益相关方定期提供数据和资料，所提供的应该包括但不限于管理评审和监查活动的结果。

4.9.12 The factory establish and maintain appropriate procedures to regularly provide data and information to all stakeholders regarding the factory's requirements and compliance in the implementation of this Standard, which shall include, but are not limited to, the results of management review and monitoring activities.

4.9.13 工厂表明其和所有利益相关方进行对话的意愿，包括但不限于：工人、工会、供应商、分包商、下级供应商、非政府机构及当地和国家政府官员等，以确认标准的符合性。

4.9.13 Companies demonstrate their willingness to engage with all stakeholders, including, but not limited to, workers, trade unions, suppliers, subcontractors, subsuppliers, non-governmental organizations and local and national government officials, to confirm compliance with the standards.

核实渠道

Verify channel

4.9.14 为核实工厂满足本手册要求而进行的事先通知和未事先通知的审核时，工厂根据要求给审核员提供合理的资料和取得资料的渠道。

4.9.14 When prior notice and unannounced audits are conducted to verify that the factory meets the requirements of this Standard, the factory shall, upon request, provide auditors with reasonable information and channels for obtaining such information.

记录

Record

4.9.15 工厂保留适当的记录，证明工厂符合本标准中的各项规定。

4.9.15 The factory maintain appropriate records to certify that the factory meets the requirements of this Standard.