



劳工与人权政策

Sustainable Procurement Training Attendance Record

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适用范围 / Scope: 适用于南京西斯博有机硅有限公司（以下简称“西斯博有机硅”或“西斯博”）全体员工及相关业务活动。
Applicable to all employees and related business activities of Nanjing SiSiB Silicones Co., Ltd. ("SiSiB Silicones" or "SiSiB").

1. 目的 Purpose

西斯博尊重并支持基本劳工与人权原则，致力于建立合法、规范、安全、平等及相互尊重的工作环境。

SiSiB respects and supports fundamental labor and human rights principles and is committed to maintaining a lawful, safe, fair and respectful workplace.

结合公司实际运营情况及行业特点，西斯博持续完善员工管理、职业健康安全及合规管理体系，并推动劳工与人权理念在日常经营中的落实。

Based on actual operational conditions and industry characteristics, SiSiB continuously improves employee management, occupational health and safety and compliance management systems, and promotes the implementation of labor and human rights principles in daily operations.

本政策旨在：

This Policy is intended to:

- 明确公司劳工与人权管理原则； define the Company's labor and human rights management principles;
- 保障员工合法权益； protect employee rights and interests;
- 推动公平、平等及尊重的工作环境； promote a fair, equal and respectful workplace;
- 加强职业健康与安全管理； strengthen occupational health and safety management;
- 降低劳工与合规风险； reduce labor and compliance risks;
- 支持公司可持续发展及国际客户相关要求。 support sustainable development and relevant international customer expectations.

2. 政策参考依据 Policy Reference Framework

西斯博在制定本政策时，参考了适用法律法规及部分国际通行劳工与人权原则，包括：

In developing this Policy, SiSiB has taken into consideration applicable laws, regulations and internationally recognized labor and human rights principles, including:

中国法律法规 Chinese Laws and Regulations

- 《中华人民共和国劳动法》 Labor Law of the People's Republic of China;
- 《中华人民共和国劳动合同法》 Labor Contract Law of the People's Republic of China;
- 《中华人民共和国安全生产法》 Work Safety Law of the People's Republic of China;



- 《中华人民共和国职业病防治法》 Law of the People's Republic of China on Prevention and Control of Occupational Diseases;
- 《中华人民共和国社会保险法》 Social Insurance Law of the People's Republic of China;
- 其他适用劳动、职业健康安全及用工相关法律法规 Other applicable labor, occupational health and safety and employment-related laws and regulations.

国际原则 International Principles

- 《联合国世界人权宣言》 Universal Declaration of Human Rights (UDHR);
- 联合国全球契约相关原则 United Nations Global Compact Principles;
- 国际劳工组织 (ILO) 核心劳工标准 International Labour Organization (ILO) Core Labour Standards;
- 关于禁止童工与强迫劳动的相关国际原则 International principles relating to the prohibition of child labor and forced labor.

西斯博将结合公司实际运营情况及行业特点，持续完善劳工与人权管理。

SiSiB will continue improving labor and human rights management based on actual operational conditions and industry characteristics.

3. 基本原则 Fundamental Principles

西斯博在员工管理及经营活动中坚持以下原则：

SiSiB follows the principles below in employee management and business operations.

3.1 合法合规 Legal Compliance

西斯博遵守适用的劳动、用工、职业健康安全及相关法律法规要求。

SiSiB complies with applicable labor, employment, occupational health and safety and related legal requirements.

公司持续关注：

The Company continuously monitors:

- 劳动用工要求； labor and employment requirements;
- 职业健康安全要求； occupational health and safety requirements;
- 社会保险与福利要求； social insurance and benefit requirements;
- 员工权益保护要求； employee rights protection requirements;
- 国际客户相关要求。 relevant international customer expectations.

3.2 尊重与平等 Respect and Equality

西斯博尊重员工人格、合法权益及合理诉求。

SiSiB respects employee dignity, lawful rights and reasonable concerns.

公司鼓励建立：

The Company encourages:

- 相互尊重； mutual respect;



- 平等沟通； fair communication;
- 合理协作； constructive cooperation;
- 稳定健康的工作关系。 stable and healthy working relationships.

3.3 风险控制 Risk Control

公司持续加强：

The Company continuously strengthens:

- 用工管理； employment management;
- 职业健康安全管理； occupational health and safety management;
- 劳工风险识别； labor risk identification;
- 员工沟通与反馈； employee communication and feedback;
- 合规管理。 compliance management.

3.4 持续改进 Continuous Improvement

西斯博结合实际运营情况持续完善员工管理及工作环境。

SiSiB continuously improves employee management and workplace conditions based on actual operational conditions.

4. 禁止童工 Prohibition of Child Labor

西斯博禁止使用童工。

SiSiB prohibits child labor.

公司在招聘过程中原则上对应聘人员年龄进行确认，并遵守适用法律法规关于最低工作年龄的相关要求。

During recruitment activities, the Company generally verifies applicant age and complies with applicable minimum working age requirements.

如发现不符合相关要求的情况，公司将根据实际情况及时处理。

If any non-compliant situation is identified, the Company will take appropriate action based on actual circumstances.

5. 禁止强迫劳动 Prohibition of Forced Labor

西斯博禁止任何形式的强迫劳动。

SiSiB prohibits all forms of forced labor.

包括但不限于：

Including but not limited to:

- 非自愿劳动； involuntary labor;
- 威胁或胁迫劳动； labor obtained through threats or coercion;
- 扣押证件； retention of personal documents;
- 非法限制员工自由； unlawful restriction of employee freedom;
- 人口贩卖相关行为。 human trafficking-related activities.



员工可依据适用规定依法入职、离职及解除劳动关系。

Employees may join or leave employment in accordance with applicable requirements and employment arrangements.

6. 公平就业与反歧视 Fair Employment and Non-Discrimination

西斯博鼓励建立公平、合理的用工环境。

SiSiB encourages a fair and reasonable employment environment.

公司原则上不会因以下因素对员工实施不合理区别对待：

The Company generally does not engage in unreasonable differential treatment based on:

- 性别 gender;
- 年龄 age;
- 民族 ethnicity;
- 国籍 nationality;
- 宗教 religion;
- 婚姻状况 marital status;
- 身体状况 physical condition;
- 其他与岗位无直接关联的因素 other factors unrelated to job performance.

公司鼓励员工在相互尊重基础上开展工作与沟通。

The Company encourages employees to work and communicate based on mutual respect.

7. 工作时间与薪酬 Working Hours and Compensation

西斯博遵守适用法律法规关于工作时间、休息休假及薪酬管理的相关要求。

SiSiB complies with applicable legal requirements regarding working hours, rest periods, leave arrangements and compensation management.

公司结合实际运营情况开展：

The Company manages:

- 工作时间管理； working hour management;
- 考勤管理； attendance management;
- 假期管理； leave management;
- 薪酬发放； compensation payment;
- 社会保险及相关福利管理。 social insurance and related benefit administration.

公司鼓励建立稳定、规范的员工管理机制。

The Company encourages stable and standardized employee management practices.

8. 职业健康与安全 Occupational Health and Safety

西斯博重视员工职业健康与安全管理。

SiSiB places importance on occupational health and safety management.

结合有机硅及化工行业特点，公司持续加强：



Based on the characteristics of the silicone and chemical industry, the Company continuously strengthens:

- 工作场所安全管理； workplace safety management;
- 危险化学品管理； hazardous chemical management;
- 劳动防护管理； personal protective management;
- 消防与应急管理； fire safety and emergency management;
- 职业健康风险识别； occupational health risk identification;
- 安全培训与宣导。 safety training and communication.

必要时，公司可结合岗位特点配置相应劳动防护用品。

Where necessary, appropriate personal protective equipment may be provided according to job requirements.

9. 员工沟通与申诉 Employee Communication and Grievance

西斯博鼓励员工通过合理方式进行沟通与反馈。

SiSiB encourages employees to communicate and provide feedback through appropriate channels.

员工可结合实际情况向相关部门反馈：

Employees may raise concerns related to:

- 工作环境； workplace conditions;
- 职业健康安全； occupational health and safety;
- 员工权益； employee rights;
- 管理问题； management-related matters;
- 合规与商业道德问题。 compliance and business ethics matters.

公司原则上对相关反馈进行合理处理，并鼓励避免任何形式的报复行为。

The Company generally handles relevant feedback appropriately and discourages any form of improper retaliation.

10. 培训与职业发展 Training and Career Development

西斯博重视员工能力提升与职业发展。

SiSiB values employee capability improvement and career development.

公司可结合实际情况开展：

The Company may conduct:

- 岗位培训； job-related training;
- 安全培训； safety training;
- 合规培训； compliance training;
- 技能提升培训； skills development training;
- 管理能力培训； management capability training;
- 新员工培训。 new employee orientation training.

公司鼓励员工结合岗位需求持续提升专业能力。

The Company encourages employees to continuously improve professional capability based on job requirements.



11. 信息保护与员工隐私 Information Protection and Employee Privacy

西斯博重视员工个人信息与相关资料保护。

SiSiB values the protection of employee personal information and related records.

公司结合实际情况加强：

The Company strengthens:

- 人事资料管理； personnel record management;
- 文件保密管理； document confidentiality management;
- 数据与信息的管理； data and information management;
- 员工信息保护。 employee information protection.

未经授权，不得擅自披露员工相关信息。

Employee-related information shall not be disclosed without authorization.

12. 供应链与合作方要求 Supply Chain and Business Partner Expectations

西斯博鼓励供应商及合作方关注劳工与人权相关管理。

SiSiB encourages suppliers and business partners to pay attention to labor and human rights-related management.

公司鼓励合作方：

The Company encourages business partners to:

- 禁止童工与强迫劳动； prohibit child labor and forced labor;
- 尊重员工合法权益； respect employee rights;
- 提供合理工作环境； provide reasonable working conditions;
- 加强职业健康与安全管理； strengthen occupational health and safety management;
- 遵守适用法律法规。 comply with applicable laws and regulations.

13. 持续改进 Continuous Improvement

西斯博将结合：

SiSiB will continue improving labor and human rights management based on:

- 法律法规变化；
- 行业发展情况；
- ESG 管理要求；
- 国际客户审核要求；
- 实际运营情况。

Changes in laws and regulations, industry developments, ESG management requirements, international customer audit requirements and actual operational conditions.

后续重点包括：



Future focus areas include:

- 员工职业健康与安全提升；
- 员工沟通机制完善；
- 劳工风险管理加强；
- 培训体系优化；
- 工作环境持续改善。

Improvement of occupational health and safety, enhancement of employee communication mechanisms, strengthening labor risk management, optimization of training systems and continuous workplace improvement.

14. 附则 Final Provisions

本政策由西斯博管理层负责解释与更新。

This Policy shall be interpreted and updated by SiSiB management.

西斯博可根据：

SiSiB may revise this Policy based on:

- 法律法规变化；
- 国际客户审核要求；
- ESG 管理需求；
- 实际运营情况变化。

Changes in laws and regulations, international customer audit requirements, ESG management needs and actual operational conditions.

本政策自发布之日起实施。

This Policy shall take effect from the date of issuance.