

Supplier Code of Conduct (COC)

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INTRODUCTION

At Skechers, we rely on our suppliers around the world to deliver high-quality apparel and footwear to our multifaceted customers. We expect our suppliers to share our values to foster respect for employees in our supply chain, safeguard their health and safety, improve their lives, and promote responsible environmental practices.

This Code of Conduct applies to all facilities that produce goods for Skechers. Our Code strives for alignment with legal regulations, industry standards and universal principles. Although this Code does not include every aspect of ethical operations, nor does it cover any specific legal requirements, it sets the basic requirements that all suppliers must meet in order to collaborate with Skechers.

This Code has been created with the goal of delivering value to consumers, at the same time maintaining our brand's integrity, enhancing productivity and product quality, and working collaboratively with our suppliers toward a resilient and socially responsible supply chain.



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Skechers Supplier Code of Conduct

Management System

Suppliers must fully comply with all applicable laws, rules and regulations of the country in which they are located and operating, including those relating to labor, workplace health and safety, and the environment.

Suppliers must comply with all relevant laws and avoid all forms of corruption, including but not limited to extortion, bribery, embezzlement, theft or other abuse of power to gain business or personal advantage.

Discrimination

Employees shall not be discriminated against on the basis of race, color, gender, nationality, religion, age, maternity, marital status, indigenous status, ethnicity, social origin, disability, sexual orientation, HIV/AIDS status, or trade union and/or political affiliation – either in the hiring process or during employment. Human resources decisions, including hiring, wages, benefits, advancement, discipline and termination, shall be based on employees' qualifications, abilities, productivity and overall job performance.

Harassment and Abuse

Suppliers must treat all employees with dignity and respect, and employees shall be free from sexual, psychological, physical and verbal harassment, abuse or intimidation.

Forced Labor

Suppliers must not use any form of forced labor, including but not limited to prison, convict, slave, indentured and bonded labor, and involuntary overtime. All work must be completed on a voluntary basis, all employees' freedoms are to be respected, and human trafficking is prohibited within our supply chain.

Underage Labor

Suppliers shall ensure all employees meet the applicable legal minimum employment age requirements or are at least 15 years of age, whichever is higher, at the time of hire, and that they shall have met the age of completion of compulsory education.

Freedom of Association

Suppliers shall not interfere in the legal exercise of the right to freedom of association, and if the right to freedom of association and collective bargaining is restricted under local or national law, Suppliers shall provide alternative forms of independent and free employee representation and negotiation.

Compensation and Benefits

Suppliers shall ensure compensation for employees (including piece rate employees) is not less than that required by local laws relating to minimum wages, overtime rates and allowances, and mandated benefits (including sick and maternity leave, social insurance, and medical care, as required by law) for each legal employee classification.

Hours of Work

Suppliers shall ensure work hours are in compliance with local standards and applicable law; employees shall not work in excess of 60 hours per week, including overtime, and shall be provided at least one day off during each period of seven work days.

Health and Safety

Suppliers shall ensure employees are provided with a safe and healthy work environment. Employees' exposure to hazards (including those associated with manufacturing processes), as well as health and safety concerns within the facility, must be minimized to the extent possible, and must be in accordance with applicable laws and industry practices.

Subcontracting and Homework

Suppliers must document and disclose all subcontracting and homework activities to Skechers, and obtain written approval from Skechers before start of production.

Environment

Suppliers shall comply with all applicable environmental laws, rules and regulations in the communities in which they operate, particularly with respect to water, energy, hazardous chemicals, air and noise quality, and waste.

Supplier Code of Conduct Provisions

1. Management System 2. Labor Management 3. Health & Safety 4. Environment

Management System

Compliance with Laws

- Suppliers must fully comply with all applicable laws, rules and regulations of the countries in which they are located and operating, including those relating to labor, workplace health and safety, and the environment.

Transparency & Unrestricted Access

- Suppliers must provide Skechers with full disclosure of all production-related practices, resources and records. All records and documents must be complete and accurate.
- Suppliers must allow all Skechers representatives or authorized agents unrestricted access to their facilities, employees for interviews, and relevant records at any time.

Corruption, Bribery, & Fraud

- Suppliers must comply with all relevant laws and avoid all forms of corruption, including but not limited to extortion, bribery, embezzlement, theft or other abuse of power to gain business or personal advantage.
- Suppliers must not engage in fraudulent behavior (e.g., document fraud).
- Suppliers must have anti-bribery and corruption policies and procedures in place, and with a zero tolerance stance.
- All management and employees must be trained on these policies and on dealing with bribery and corruption.
- Skechers prohibits any forms of bribery and prohibits providing monetary gifts of any nature or size. This prohibition against gifts supersedes any local cultural norms or practices (e.g., providing guests a welcome gift or money for refreshments) .

Subcontracting & Homework

- Suppliers must document and disclose all subcontracting and homework activities to Skechers, and obtain written approval from Skechers before start of production.
- All subcontracting and homework must be monitored by the Supplier using Skechers' Supplier Code of Conduct.
- Skechers reserves the right to audit any subcontracting and homework facilities.



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Labor Management

Labor Contracts

- Suppliers shall maintain personnel files and all relevant employment information for all types of employees including but not limited to contract/seasonal/temporary/indirect-hired/migrant (domestic or foreign)/non-migrant employees at the facility.
- Employment contract must be directly between supplier and employee.
- Suppliers shall ensure employee employment contracts list, among other things, the duration of the contract (including terms of resignation and termination), work assignments, wage and benefit agreements (including overtime allowances), and employee's identification document(s).
- Employment contracts must be in a language understood by the employee, and be signed by both employee and management.
- Employee probation periods shall be in compliance with law.
- Where training and apprentice contracts and wages are used, the supplier must ensure they are in compliance with law, and limit the timeframe of these contracts.
- Apprentices shall receive the same protections and benefits as regular employees. The time period during which an individual is an apprentice must be reasonable. Suppliers must offer trainees and apprentices opportunities for regular employment, to the extent required by law.
- Suppliers shall require original legal documents to verify employees' age at the time of hire, and maintain copies of these documents.

Underage & Juvenile Labor

- Suppliers must ensure all employees meet the applicable legal minimum employment age requirements or are at least 15 years of age, whichever is higher, at the time of hire.
- All employees shall have met the age of completion of compulsory education.
- Suppliers shall maintain up-to-date documentation of applicable law stating the age for completion of compulsory education, and the minimum age for work, in the countries where they operate.
- Suppliers shall maintain written policies and procedures on the minimum age of employees, in compliance with applicable laws and regulations, including a rigorous recruiting and age verification procedure, underage labor remediation plan (as described below), and educating all supervisors and personnel in charge of recruitment on such policies and procedures.
- Suppliers must verify the age of job applicants by the best available official documentation, such as government-issued identification cards, birth certificates, dental records, etc.
- Suppliers shall have an underage labor remediation plan; if an underage employee is found to be working in the facility, the supplier must ensure that the underage employee receives legal schooling (at the supplier's expense) and base wage payments (if in school) until s/he reaches legal working age.



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- Suppliers must maintain records showing the age at which each employee is hired.
- Suppliers shall ensure that no underage person is in the production areas, even if they are not working.
- Upon request, Suppliers shall provide documentation of any legal restrictions applicable to employees under age 18 (i.e., juvenile employees), and provide evidence that such restrictions are being adhered to.
- Suppliers shall ensure that working conditions of juvenile employees are in compliance with the law, including but not limited to the type and hours of work, registration with authorities, wages, benefits and prioritization of education.
- Juvenile employees shall undergo legally required medical tests before and during employment.
- Juvenile employees shall not perform work which by its nature can jeopardize the health, safety or morals of these employees.
- Payment to juveniles, apprentices and trainees shall be made directly to the employees and not to a third party, including their parents.

Forced Labor

- Suppliers must not use any form of forced labor, including but not limited to prison, convict, slave, indentured and bonded labor, and involuntary overtime. All work must be completed on a voluntary basis, and all employees' freedoms are to be respected.
- Suppliers may not coordinate, collaborate or engage, directly or indirectly, with third parties for the recruitment of workers unless approved in advance by Skechers.
- For any approved recruitment agencies, Suppliers must ensure that the agencies are registered or licensed, regardless of whether the workers are local or migrant, and regardless of whether the workers are domestic or foreign. Recruitment agencies must comply with laws in both sending and receiving countries.
- Suppliers shall execute written, legally binding contracts with any approved recruitment agencies, specifying the terms and conditions for recruitment and hiring of employees.
- Suppliers shall ensure any approved recruitment agencies can provide all foreign migrant employees with copies of the labor contracts, and contracts signed by each foreign migrant employee. The contract must be legal and must not include any unethical terms. The employee must receive a copy of the contract written in his/her own language.
- Foreign migrant employees shall be provided with a written copy of their labor contract before leaving their country of origin.
- Employment relationship must be directly between Supplier and employee; recruitment agencies shall not have an employer-employee relationship with employees placed at Suppliers' facilities.
- Employees must be free from paying fees (e.g., fee for transportation, recruitment, and medical tests), taxes, deposits, security payments, and/or bonds for the purpose or condition of recruitment/hiring or employment.
- Where recruitment fees or related costs (including 'introduction fees') are charged, Suppliers must reimburse the employee within 30 days of the start of the employee's employment with Supplier.
- Employees must not be indebted due to the recruitment or hiring process.
- Employees must not incur loans or debts that could tie them to the job.



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- Employees shall maintain custody and have free access to personal identification documents.
- Employees must be free to terminate employment at any time (in accordance with their labor contract).
- Suppliers must not illegally terminate employees and shall maintain termination records, as required by law.
- Suppliers shall abide by all applicable laws pertaining to mandatory overtime. Mandatory overtime (if legally permitted) shall be within legal overtime limits in policy and in practice.
- Overtime shall not be implemented under the menace of penalty and employees shall provide written consent to overtime requirements prior to overtime work.
- All overtime work must be voluntary, and there shall not be any penalties (e.g., wage deductions or threats of dismissal) for refusal to work overtime.
- Employees who cannot complete the production quota shall not be forced to work overtime to complete tasks.
- Employees must be free to leave the facility at the end of their shift, and during the shift under certain circumstances (e.g., illness and family emergencies).
- Employees shall have access to phones (personal mobile phones, etc.) or other means of communication outside working hours.

Harassment, Abuse & Disciplinary Practices

- Suppliers must treat all employees with dignity and respect, and employees shall be free from sexual, psychological, physical and verbal harassment, abuse or intimidation.
- Suppliers shall maintain a written policy against harassment or abuse and ensure all employees understand the policy.
- Suppliers shall ensure management has sufficient training on how to deal with harassment issues.
- Suppliers shall ensure all disciplinary actions are clearly documented and explained.
- Disciplinary practices shall be legal, appropriate and progressive in character (e.g., from verbal warning, written warning, to suspension and termination).
- Overtime, deduction or withholding of wages shall not be used as disciplinary measures.
- Suppliers shall maintain disciplinary records for each individual employee.
- Suppliers must ensure body searches and pat downs are conducted only when necessary, are conducted in the open and only by personnel of the same gender as the employee, are appropriate and not abusive, and do not involve removal of clothing.
- Suppliers shall ensure disciplinary actions taken against employees or management are consistent across the company.

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Discrimination

- Employees shall not be discriminated against on the basis of race, color, gender, nationality, religion, age, maternity, marital status, indigenous status, ethnicity, social origin, disability, sexual orientation, HIV/AIDS status, or trade union and/or political affiliation – either in the hiring process or during employment.
- Suppliers shall base human resources decisions, including hiring, wages, benefits, advancement, discipline and termination, on employees' qualifications, abilities, productivity and overall job performance.
- Suppliers shall ensure there is no unreasonable age requirement for applicants.
- Suppliers shall not prohibit religious holidays and observances, or prayer breaks.
- Suppliers shall not require employees to undergo medical tests, prior to or during employment (e.g., pregnancy or HIV/AIDS tests), except as required by law. In such cases, test results shall not be used in any discriminatory manner.
- Employees shall be protected against acts of anti-union discrimination and not be subject to discrimination in remuneration.
- Female employees' employment terms and conditions during pregnancy, maternity leave, and return from maternity leave shall be in compliance with law.
- Suppliers shall train all managers and supervisors on their policies on equality and non-discrimination.

Hours of Work

- Suppliers shall ensure work hours are in compliance with local standards and applicable law.
- Employees shall not work in excess of 60 hours per week, including overtime.
- Suppliers must maintain legally required overtime waivers, if applicable.
- Suppliers must ensure all overtime work are consensual, voluntary, and are compensated at the legal premium rate.
- Suppliers must ensure written policy of working hours are in compliance with applicable laws and regulations, and employees understand these laws and regulations, including overtime obligations.
- Employees shall have at least one day off during each period of seven work days.
- Suppliers shall give breaks during and between shifts, as well as special working hours for elderly and pregnant women, and for disabled and young employees, as required by law.
- Suppliers must maintain complete and accurate time records showing each employee's working hours, overtime hours and days of work, by using a time clock or scan-card system.
- Employees shall not have off-clock work or work to be taken home to complete a task or quota.

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Wage, Compensation & Benefits

- Suppliers shall ensure that compensation for employees (including piece rate employees) are not less than that required by local laws relating to minimum wages, overtime rates and allowances, mandated benefits (including sick and maternity leave, social insurance, and medical care, as required by law), for each legal employee classification.
- Suppliers shall maintain liability insurance or other commercial insurance as required by law.
- Suppliers shall ensure training wages are in accordance with law, if applicable.
- Suppliers shall not illegally deduct or withhold partial or full wages.
- Suppliers shall retain written consent for any voluntary deductions and loan payments.
- Wage policy and calculation method shall be communicated and understood by all employees. Such policy shall include:
 - Minimum wages
 - Compensation premiums for overtime
 - Rest day and holiday compensation
 - Mandated benefits
- Suppliers shall ensure employees be paid at least once a month, and the method, frequency and time of payment must be in compliance with the law, with wages paid directly to the employee or into an employee-controlled account.
- Suppliers shall provide pay slips to employees, in a language they understand, showing regular and overtime hours, their respective rates, piece rates (if applicable), benefits, deductions, gross and net wage.
- Suppliers shall ensure to make necessary back-payments to employees for missing wages.
- In instances where some or all compensation are based upon piecework or other incentive system, Suppliers shall use a parallel calculation system to verify that piecework pay is equal to or greater than minimum pay required by any applicable minimum wage law, including overtime and other premiums, and if the employee's wage is lower than that of the legal minimum, the difference shall be made up; any downtime shall be paid.
- Suppliers shall maintain complete and accurate payroll and production records for all employees; payroll register should include regular working hours or days, overtime working hours, gross wages derived from working hours or pieces produced, production bonuses, allowances, deductions and net wages.
- Employees have the right to refuse to use employer provided services (e.g., housing and meals).
- Suppliers shall ensure that deductions for services or goods to employees (e.g., housing, meals, supplies, etc.) do not exceed the actual cost.
- Suppliers shall ensure full payment of legal termination benefits should an employee be suspended or terminated.
- Suppliers shall date all seniority and other fringe benefits from the first day as a contract/temporary employee, and not from the first day of regular employment for any regular employees who were previously contract /temporary employees.

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- Suppliers shall give retrenched employees an opportunity to transfer to other Supplier-owned facilities in the country at a comparable wage, and shall make all efforts to facilitate re-employment in other enterprises in the country.
- Suppliers shall maintain at least 12 months' payroll records onsite.

Freedom of Association

- Suppliers shall not interfere in the legal exercise of the right to freedom of association.
- Suppliers shall provide alternative forms of independent and free employee representation and negotiation if the right to freedom of association and collective bargaining is restricted under local or national law.
- Employees shall not be retaliated against, in any form, for supporting any unions.
- Suppliers shall permit activities associated with employees' representation, and shall permit employee representatives' access to represented employees within the facility.
- Suppliers shall maintain a written policy on freedom of association, in compliance with applicable laws and regulations and ensure that:
 - All employees are notified of the policy.
 - Employees' representatives are freely selected and participate voluntarily and communicate with management on related issues.
 - Management representatives are designated to communicate with the employee representatives on related issues.
 - Employees who report problems or abuses, and participate in lawful demonstrations and strikes, are not retaliated against.
- Suppliers shall engage in collective bargaining in good faith, and comply with all contractual provisions.
- Suppliers shall maintain records of all meetings between management and employee representatives.
- Suppliers shall not deduct union membership fees and dues from employees' wages unless the employee has given written consent.

Communication and Grievance

- Suppliers must ensure proper communication between management, supervisors and employees.
- Where necessary, when employees speak different languages from management, Suppliers shall appoint facilitators/translators to facilitate communication; especially for non-production related issues, reliable outside translators shall be engaged for assistance.
- Suppliers shall assign a committee responsible for overseeing grievances.
- Suppliers shall provide confidential and anonymous means for employees to report grievances to management.
- Grievance channels must include means other than the employee's immediate supervisor.
- Suppliers shall provide a system for dispute resolution among employees, and employees and management.



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- Grievances shall be addressed in a timely manner, with the specifics of the grievances and steps taken documented.
- All employees shall be protected from retaliation.

End-of-Contract, Post Employment and Repatriation (for Foreign Migrant Employees)

- Upon the completion of employment contracts with foreign migrant employees, Suppliers shall pay for the employees' repatriation under these circumstances:
 - The employment contract expires and is not voluntarily renewed by either the Supplier or the foreign migrant employee before returning to his/her home country.
 - The employment contract terminates due to the Supplier's downsizing, closure of the facility, or other related events.
 - The foreign migrant employee terminates the employment contract due to unforeseen circumstances, such as critical illness or family emergencies.
 - The employment contract terminates due to agreed mutual interest of both the Supplier and the foreign migrant employee.
- Repatriation shall include all transportation fees, accommodations and meal expenses until foreign migrant employees arrive back at their country of origin.
- Should the foreign migrant employees wish to pursue other employment in the receiving country, they may do so, and the Supplier is not responsible for their repatriation.

Entertainment for Employees

- Suppliers are encouraged to provide entertainment and activities for employees to make employees feel relaxed from their work.
- Suppliers are encouraged to provide facilities for employees' entertainment.

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Health & Safety

Employees shall be provided with a safe and healthy work environment. Employees' exposure to hazards (including those associated with manufacturing processes), as well as health and safety concerns within the facility, must be minimized to the extent possible, and must be in accordance with applicable laws and industry practices.

General Housekeeping / Safe & Healthy Workplace

- Suppliers must maintain applicable building and construction permits and licenses, and must ensure that the structure of the building is consistent with such permits and licenses.
- Suppliers must adhere to building codes and ensure the facility's infrastructure is used for its stated and approved purpose.
- Suppliers shall regularly conduct a visual examination to ensure the building walls do not have visible cracks.
- Suppliers shall maintain up-to-date health and safety permits, licenses, and certificates for the facility and all its operations, including those for machinery and appliances.
- Suppliers shall obtain copies of and comply with applicable laws and regulations governing facility health and safety including those pertaining to air quality, noise, lighting and fire prevention.
- Suppliers shall establish an Occupational Health & Safety Committee (OHS Committee) that is responsible and accountable for all OHS activities with the facility.
- The OHS Committee shall conduct periodic evaluations of the facility to identify any practices that may require modification to ensure a safe and healthy workplace.
- The OHS Committee shall meet on a regular basis to review health and safety related incidents, best practices, and protocol implementation towards a safe workplace. All activities and meetings shall be documented.
- Employees shall be trained on topics related to safety in the workplace and workplace hazards, including but not limited to safe operation of machines, use of personal protective equipment, and spotting unsafe behavior. All trainings shall be documented.
- All safety and warning signs must be clear and in language(s) understood by the employees, and posted visibly in designated areas.
- Each floor must be equipped with a well-stocked first aid kit.
- An adequate number of personnel trained on first aid must be available for every shift, and an infirmary and nurse or doctor must be on-site, if required by law.
- Suppliers shall provide medical tests (e.g., hearing tests) to applicable employees, as required by law.

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- Suppliers shall provide employees with safe drinking water:
 - Access shall be free and unlimited and at all times (including in production areas, dormitories, and dining facilities)
 - Drinking water containers shall be kept clean and have adequate protection to restrict any type of contamination
 - Drinking water shall be tested regularly, as required by law, to ensure safety
- Suppliers shall ensure toilets are:
 - Provided with unlimited access
 - Of sufficient quantity (as required by law, if applicable)
 - Segregated by gender
 - Sanitary, well-lit, ventilated and cleaned regularly
 - Provided with appropriate privacy (door equipped with lock)
 - Equipped with flushing water & basic supplies (tissue & soap, provided with unlimited access and free of charge)
- All workplace accidents shall be investigated, remediated and documented.

Personal Protective Equipment (PPE)

- Suppliers shall establish a system for the identification, maintenance, storage, usage, and training of personal protective equipment (PPE). Suppliers shall assign trained personnel for overall PPE management.
- Suppliers shall provide employees with appropriate PPE, and hazardous materials' protective measures, as required by law.
- PPEs for employees shall be of the correct size, and worn in accordance with the manufacturer's instructions to achieve maximal effectiveness.
- Employees shall be trained on PPEs' proper usage, and identifying faulty PPEs for replacement.
- Suppliers shall properly store, track, maintain, replace, and dispose of all PPEs as suggested by the PPE manufacturer.

Chemical Safety

- Suppliers shall adhere to chemical restrictions, as described in Skechers' Restricted Substance List (SRSL).
- Suppliers shall establish a system for chemicals management, including tracking, identification, maintenance, storage, use, and training of hazardous materials. Suppliers shall assign trained personnel for overall chemicals management.
- Suppliers shall train employees (especially those who work with chemicals) on hazards of chemicals used, and safe chemicals handling procedures.
- Suppliers shall maintain Materials Safety Data Sheet (MSDS) for each chemical, in local language(s), in chemicals use and storage areas, and provide MSDS training for employees.

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- Suppliers shall post signage in close proximity to each chemical used, indicating the chemical's name or number, hazards associated with its use, preventive measures and PPEs appropriate for usage, and procedures to follow should a spillage occur.
- Each chemical container must be covered, labeled with the chemical name or identification number, and labeled with the appropriate hazard warning labels.
- Chemicals usage areas must be equipped with eye wash and spill clean-up stations.

Dust Control

- Suppliers shall ensure equipment that generates dust be fitted with exhaust ducts or vacuum apparatus.
- Employees exposed to dust shall wear the appropriate PPE.

Noise Exposure

- Suppliers must maintain acceptable noise levels, as required by law.
- Suppliers shall periodically test the noise levels of the facility, and if such levels exceed the legal limit, measures shall be taken to remediate the noise level (e.g., soundproofing, PPE, etc.)

Lighting

- Suppliers shall ensure adequate lighting, as required by law.
- Suppliers shall periodically test the brightness of the facility to ensure such levels do not fall below the legal minimum, and if so, take measures to remediate the situation.
- Each facility shall have powered back-up emergency lights throughout the facility.

Equipment Safety

- Suppliers shall maintain an updated inventory list for all machinery in the facility.
- Suppliers shall maintain certificates and inspection reports for all machinery, including production machinery and operating equipment such as elevators, forklifts, boilers, generators, compressors and industrial refrigerators, as required by law and regulations.
- Suppliers shall set up a machinery operation and maintenance system, periodically check and maintain all machinery, and keep records for inspection.
- All machinery operators shall be trained on safe operations and training records maintained. Special operators (e.g., electrician, elevator operator, boiler operator, cargo lift operator and welding operator, etc.) must possess special operator certificates or work permits, as required by law.
- Suppliers shall ensure that standard operation methods are used, and that safety switches and safeguards for all machinery are provided to prevent employees from coming into contact with any machine parts, functions or processes that may cause injury.

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Fire Safety

- Suppliers must comply with all applicable laws regarding fire safety, and maintain relevant permits and licenses.
- All exit and emergency signage and instructions shall be in language(s) understood by all employees
- Employees shall be given fire safety and evacuation training orientation, with refresher training and fire drills to be conducted at least every six months for the entire facility (jointly with other occupants of the building, if applicable).
- Suppliers shall maintain all training and fire drills records for at least one year.
- Suppliers shall train at least 40% of employees on the proper usage of fire extinguishers and fire hoses, with annual refresher trainings, and training records must be maintained.
- Suppliers shall ensure fire extinguishers are:
 - Appropriate (correct types for various types of materials) and sufficient, as required by law
 - Placed in areas where flammable or combustible materials are stored
 - Placed at locations for quick access (as required by law)
 - Mounted on walls, and clearly marked and visible
 - Accessible and unblocked
 - Checked, tested and cleaned at least monthly
 - Serviced by qualified, licensed personnel at least annually
- Suppliers shall maintain a fire suppression system, such as a sprinkler and/or fire hydrant system. Fire suppression systems shall have quarterly inspection tags (at least) and be inspected annually by a licensed third party.
- A manual or automatic emergency alarm system shall be present and tested, according to law. Manually operated emergency alarms shall be clearly visible. Alarms shall be accessible and shall have notification lighting in areas where the noise level is to be above ambient. Alarm signs shall be in a language(s) understood by employees. The emergency alarm system shall be inspected at least annually by a certified contractor.
- Suppliers shall ensure emergency exits are:
 - On the opposite sides of building, and at a minimum of two exits on each floor
 - With appropriate width, as required by law
 - Open to outdoors or exterior stairway
 - Led to ground level exits
 - Equipped with workable emergency lights with backup power on all exit pathways, above exits and in stairwells
 - Appropriately marked with exit signs that are visible, and are internally or externally illuminated
 - Accessible, unblocked and unlocked at all times, and manual operated
 - Equipped with doors that open outward

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- Suppliers shall ensure evacuation plans are:
 - Clearly visible
 - Posted on each floor along emergency exit pathways and entrances to stairs
 - Accurately drawn, showing: evacuation routes, “you are here” location, correct layout and direction, locations of fire extinguishers and hydrants, and in language(s) understood by employees
- Suppliers shall ensure emergency pathways are:
 - Of the appropriate width, as required by law
 - Prominently marked with photo-luminescent evacuation directions
 - Adequately lit and accessible
 - Leading out of the building
- Suppliers shall ensure stairwells are:
 - Equipped with workable emergency lights and handrails on both sides
 - Marked with evacuation directions
 - Of the appropriate width, as required by law

Electrical Safety

- Only certified electricians shall maintain electrical equipment, and their licenses must be current.
- Electrical wiring shall not be damaged, frayed, exposed, or strung in unsafe ways.
- Electrical junction boxes and control panels must be covered and labeled.
- Suppliers shall conduct regular inspection and preventive maintenance on all electrical installations and machinery.
- All electrical machineries shall be connected with an earth continuity conductor (ECC).
- In wet or damp areas of the facility, ground fault circuit interrupters (GFCI) shall be installed and maintained.

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Dormitories

- Suppliers shall maintain valid and up-to-date dormitory health and safety permits and licenses, as required by law.
- All fire, safety and evacuation provisions within the dormitory shall follow those under the 'Fire Safety' section of this Code.
- Dormitories must be separated from the production areas.
- Sleeping quarters, showers and toilets shall be segregated by gender, and shall be clean and well-maintained.
- The living space provided for each employee shall meet applicable legal requirements.
- All employees living in dormitories shall be provided with their own individual mats or beds.
- Individual storage spaces must be provided for employees and must be private and secure.
- Dormitories shall be well ventilated and lit, and maintained at an acceptable room temperature.
- Employees must be free to enter and exit the facility at all times, and not be subject to any curfews or electricity shut-off.
- Employees must be free to choose between Supplier-provided housing and other accommodations, as required by law.

Dining Facilities & Food Preparation Areas

- Suppliers shall maintain update-to-date canteen health and hygiene certificates, as required by law.
- Suppliers shall ensure all canteen employees maintain health certificates, as required by law.
- All dining facility personnel shall wear masks, hats, and aprons.
- Dining facilities shall be orderly and sanitary.
- Food provided by the Supplier shall be nutritious, properly prepared, and protected from contamination.
- Suppliers shall ensure that canteens have sufficient seating to accommodate all employees who choose to utilize this service.

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Environment

Environmental Protection

- Suppliers shall maintain up-to-date environmental licenses and permits, as applicable and required by law.
- Suppliers shall maintain written policies and procedures on environmental protection, in compliance with applicable laws and regulations, and ensure waste disposal does not pollute the environment.
- Suppliers shall strive to eliminate waste by using practices as such reduction and recycling, conservation, and modification of production processes.
- Hazardous and non-hazardous waste shall be stored separately in secure areas.
- Suppliers shall discharge and dispose waste in compliance with law, and maintain all discharge documents.
- All wastewater shall be treated and discharged in compliance with legal limits.
- Suppliers are encouraged to use environmentally friendly energy sources where possible.

Air Quality

- Suppliers must comply with applicable laws and regulations governing air quality standards. Copies of such laws and regulations and relevant compliance records shall be maintained on the facility premises. The facility's air quality assurance must include the proper management of volatile organic compounds (VOCs), solvents, and dust.
- Suppliers shall periodically test the air quality to ensure it is within the legal limit, and if not, measures shall be taken to remediate the air quality.

Chemical Management

- Chemicals storage areas shall be fireproof and separated from production area, and include secondary containment or other spill controls to prevent chemicals from entering into the environment. Secondary containment must be able to hold 110% of the volume of the largest container.
- Suppliers shall maintain an inventory of all chemicals used and stored in the facility.
- Suppliers shall dispose of chemicals and other hazardous materials as required by law.
- Suppliers shall periodically test the air quality for solvent vapors in areas where solvents are used, and in close proximity to employees, and ensure that the air quality is legally compliant.
- Suppliers shall monitor, control, and emit chemicals into the air in conformity with applicable law.



Appendix: Glossary Of Terms

Agent/agency

One who agrees and is authorized to act on behalf of another, a principal, to legally bind an individual in particular business transactions with third parties.

Bonded labor

Work for an employer not for compensation received by the worker, but to pay off a debt, which is often incurred by another worker offering the worker's labor in exchange.

Child

Any person less than 14 years of age unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply.

Collective bargaining

Sometimes called a Collective Bargaining Agreement, collective bargaining is an arrangement whereby working conditions and wages are fixed by negotiation between workers' representatives (a trade union or other body) and production unit management.

Freedom of association

The right of all workers to join or form a trade union of their own choosing, which is legal in the country in which merchandise is manufactured, and carry out trade union activities without interference from their employer or from public authorities.

Forced labor

All work or service that is extracted from any person under the menace of any penalty for which the said person has not offered him/herself voluntarily or for which such work or service is demanded as a means of repayment of debt.

Harassment

Unjustifiable conduct, typically persistent and repetitive, aimed at an individual, which causes distress or discomfort.

Appendix: Glossary Of Terms (cont'd)

Hazardous jobs

Hazardous jobs include working with dangerous machinery/ equipment (e.g., knives, saws); chemicals or hazardous substances; noisy environments; lifting heavy things; extreme cold or hot conditions.

Human trafficking

The recruitment, enticement, transportation, transfer, or receipt of individuals, by means of threat or use of force or other forms of coercion, for the purpose of exploitation or involuntary servitude.

Indentured labor

Work performed on behalf of an employer who forbids workers from leaving employment at the worker's discretion.

Piece rate

A method of paying workers by the number of items they produce, rather than the number of hours they work.

Trade union (or "Union")

An organization of workers that promotes and protects the interests of its members with regards to issues such as wages and working conditions through negotiations with employers.

Third party

Any party, company, or entity other than the Supplier and Skechers, including both government and non-government entities.

Young Person

Also known as a "juveniles" or "minors" or any worker over the age of a "child" as defined above, and under the age of 18.



供应商行为准则

2023年2月





引言

Skechers依靠全球供应商向各行各业的客户提供优质服装及鞋类产品。我们希望供应商与Skechers有共同的价值观，包括尊重Skechers供应链内的所有员工、提供健康安全的工作环境，改善员工生活质量，以及推行负责任的环保措施。

本行为准则适用于所有为Skechers生产商品的供应商，力求符合法律规定、行业标准与普遍准则。本准则虽未涵盖道德行为的所有举措，也未纳入具体的法律规章，但明确规定了全体供应商在与Skechers合作时必须遵守的基本行为准则。

本准则旨在：为客户创造价值，同时维护Skechers的品牌形象，提高生产能力与产可以品质量，并与供应商合作，建设适应性强且对社会负责的供应链体系。



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Skechers 供应商行为准则

管理体系

供应商应全面遵守其设施及业务所在国的一切适用法律、法规与规则，包括用工、工作场所卫生安全 and 环境方面的相关规定。

供应商应遵守一切反腐相关法律，避免任何形式的腐败，包括但不限于敲诈、贿赂、贪污、盗窃及其他滥用权力以谋取商业或个人利益的行为。

歧视

员工在招聘过程中和受雇之后均不应受种族、肤色、性别、国籍、宗教、年龄、怀孕、婚姻状况、本地身份、民族、社会根源、残疾、性取向、艾滋病患者/病毒携带者、工会和/或政治面貌等歧视。有关人力资源决策（包括聘用、工资、福利、晋升、纪律和解雇）应以员工的资质、能力、生产力和整体工作绩效为基础。

骚扰与虐待

供应商应尊重全体员工，确保员工不会遭受性、生理、心理及语言上的骚扰、虐待或恐吓。

强迫劳动力

供应商不得使用任何形式的强迫劳动力，包括但不限于监狱、罪犯、奴隶、契约和抵押劳工，以及非自愿加班。在Skechers供应链内，所有工作必须由员工自愿完成，以及尊重所有员工享有的自由。禁止人口贩卖。

未适龄劳工

供应商应确保所有员工在聘用之时，均达到当地法律规定的最低就业年龄或不少于15岁（以二者中之较高者为准），且均已达到完成义务教育的年龄。

结社自由

供应商不得妨碍员工合法行使其结社自由权，如果地方或全国性法律限制了结社自由权和集体谈判权，则供应商应提供其他的员工独立自由代表及谈判的方式。

薪酬与福利

供应商应保证员工（包括计件员工）报酬不低于当地法律规定的最低工资、加班费、津贴以及强制性福利（包括法定病假及产假、社会保险及医疗服务等），适用于每个法定工种。

工时

供应商应确保员工的工作时长符合当地标准与适用法律。员工每周工作时间不得超过60小时，包括加班，且七个工作日内须最少休息一日。

健康安全

供应商应确保员工拥有健康安全的工作环境。供应商须尽可能降低员工所面临的危险（包括有关生产流程的风险，以及供应商设施内的健康安全风险），并遵守适用法律与行业措施。

分包商与家庭作坊

供应商应记录并向Skechers披露一切分包与家庭作业活动，并在开始生产前征得Skechers的书面许可。

环境

供应商应遵守业务所在地区内的一切适用的环境法律、法规与规则，尤其是有关水、能源、危险化学品物品、空气质量、噪声质量与垃圾的规定。



管理体系

合规

- 供应商应全面遵守其设施及业务所在国的一切适用法律、法规与规则，包括用工、工作场所卫生安全 and 环境方面的相关规定。

透明度与无限制访问

- 供应商应向Skechers全面披露所有生产相关的行为、资源与记录。所有记录均应完整准确。
- 供应商应允许所有Skechers代表或授权代理可随时无限制地探访其设施、采访其员工、查阅其记录。

贿赂、腐败和欺诈

- 供应商应遵守一切反腐相关法律，避免任何形式的腐败，包括但不限于敲诈、贿赂、贪污、盗窃及其他滥用权力以谋取商业或个人利益的行为。
- 供应商不得参与欺诈行为（如文件欺诈）。
- 供应商须制定反贿赂、反腐败的政策与程序，并对贿赂与腐败零容忍。
- 应对所有管理人员和员工进行培训，介绍上述政策及贿赂、腐败的应对方式。
- Skechers禁止任何形式的贿赂，禁止提供任何性质或价值的金钱礼物, 禁止由于当地的任何文化习俗或惯例而赠送礼品（例如，向客人提供欢迎礼品或金钱）。

分包商与家庭作坊

- 供应商应记录并向Skechers披露一切分包与家庭作业活动，并在开始生产前征得Skechers的书面许可。
- 供应商须遵照Skechers供应商行为准则，对所有分包商与家庭作业进行监督。
- Skechers保留审查任何分包与家庭作业设施的权利。

劳工管理

劳工合同

- 供应商应保存所有类型员工的个人档案及一切相关就职信息，包括但不限于设施内的合同工/季节性员工/临时工/非直接聘用员工/外来（本国及海外）员工/非外来员工。
- 员工聘用合同必须由供应商与员工直接签订。
- 供应商应确保员工聘用合同中列明了，包括但不限于劳动合同的起止日期（包括辞职和解雇条款）、工作任务、工资与福利约定（包括加班津贴）和员工身份证明。
- 聘用合同应采用员工可理解的语言编制，并署有员工和管理人员双方的签名。
- 员工试用期应符合法律规定。
- 如果供应商采用了培训学徒合同与工资，则应确保其符合法律规定，并限制此类合同的时间期限。
- 学徒应享有与正式员工相同的保护与福利，学徒身份的持续期限应合理，且供应商应按照法律规定，向培训生和学徒提供正式就职的机会。
- 供应商应索取相关法律文件的原件，以核实员工在聘用时的年龄，并保存文件副本。

童工与未成年工

- 供应商应确保，所有员工在聘用之时，均达到当地法律规定的最低就业年龄或不小于15岁（以二者中之较高者为准）。
- 所有员工须已达到完成义务教育的年龄。
- 供应商应记录规定了本国完成义务教育年龄与最低工作年龄的最新适用法律。
- 供应商应根据适用法律法规，以书面形式出具员工最低年龄的政策与程序，包括严格的招聘和年龄核实程序，对误招童工作出补偿方案（详见下文），并确保招聘环节的全体监管人员与负责人员均知悉上述政策与程序。
- 供应商应通过能获取到的最佳官方记录，以核实求职者的年龄，包括但不限于政府出具的身份证、出生证明、牙医记录等。
- 供应商应制定童工补偿方案；如果供应商发现其设施内存在童工，则须确保该童工在达到法定工作年龄之前，接受法定学校教育（费用由供应商承担）并获得基础工资（如果该员工进校读书）。
- 供应商应记录并保存每名员工聘用时的年龄。
- 供应商应确保除员工外，任何低龄（未达到用工年龄）的人士不得进入生产区域，即使为非工作目的。
- 供应商应根据要求提供一切18岁以下员工（即未成年工）工作的法律限制政策和相关记录，并证明其遵守了该法律限制。
- 供应商应确保未成年工的工作条件符合法律规定，包括但不限于工作类型与工作时长、政府机关登记、工资、福利和教育优先规定。
- 未成年工应在入职前和就职期间接受法律规定的医疗检查。
- 未成年工不得从事性质上可能损害其健康、安全或道德的工作。
- 应将未成年工、学徒和培训生的钱款直接支付给其本人，而不得付予第三方（包括其父母）。



供应商行为准则规定

1. 管理体系
2. 劳工管理
3. 健康安全
4. 环境

强迫劳动力

- 供应商不得使用任何形式的强制劳动力，包括但不限于监狱、罪犯、奴隶、契约和抵押劳工，以及非自愿加班。所有工作必须由员工自愿完成，以及尊重所有员工享有的自由。
- 除非事先获得 Skechers 的批准，否则供应商不得直接或间接与第三方协调、合作或接触以招聘工人。
- 供应商在通过招聘代理机构招聘员工（无论是本地及外来员工，也无论是本国及海外员工）时，须选用已合法注册或持执照的招聘代理机构，且招聘代理机构必须遵守劳工输出国和接收国的法律规定。
- 供应商应与经批准的招聘代理机构之间签订具有法律约束力的书面协议，明确招聘和雇佣员工的条款和要求。
- 供应商应确保经批准的招聘代理机构可向全体外来员工提供劳工合同副本，且合同署有每名外来员工的签名。合同须合法，不得含有任何不道德的条款，且员工应获得以其自身语言编制的合同副本。
- 员工应在离开他们的原籍国之前获得一份书面劳工合同（对外籍移民员工而言）。
- 雇佣关系必须直接发生在供应商和员工之间，招聘代理机构与安置在供应商设施内的员工不应存在雇佣与被雇佣关系。
- 不得要求员工为参加招聘/雇用、成功入职或满足相关条件而支付费用（如交通费、招聘费和医疗检查费）、税款、押金、保证金和/或担保费。
- 如存在收取了招聘费或相关费用（包括“介绍费”）的情况，供应商必须在与员工确定雇佣关系之日起的30天内将相关费用归还给员工。
- 员工不应由于参加招聘或雇用过程而负债。
- 不应产生可能使员工与其工作挂钩的贷款或债务。
- 员工的个人身份证明应由其本人保管，可自由取得身份证明。
- 员工应有权（根据其劳动合同）自由离职。
- 供应商不得非法解雇员工，且应根据法律规定，保存解雇记录。
- 供应商应遵守一切加班的适用法律规定。加班政策及实践均应遵循法律对于加班的限制。
- 不得以处罚威胁员工加班，在加班之前，员工应以书面形式同意加班要求。
- 一切加班均应遵循自愿原则，如果员工拒绝加班，不应受到处罚（如扣除工资或威胁开除）。
- 员工如果未能完成生产定额，供应商不得要求其加班以达到生产定额。
- 员工在轮班结束时以及轮班期间的特定情形下（如疾病和家庭紧急情况），应有权自由离开供应商设施。
- 员工在工作时间之外应该有权使用电话（私人手机等）及其它通讯工具。



供应商行为准则规定

1. 管理体系
2. 劳工管理
3. 健康安全
4. 环境

骚扰、虐待和惩戒

- 供应商应尊重全体员工，确保员工免于性、生理、心理及语言上的骚扰、虐待或恐吓。
- 供应商应制定反骚扰、反虐待的书面政策，并确保所有员工理解政策。
- 供应商应确保管理人员围绕如何处理骚扰问题开展了充分培训。
- 供应商应确保已对所有惩罚措施作出明确书面规定，且向全体员工明确解释。
- 实施惩戒应当合法、合理和渐进式（如从口头警告到书面警告，再到停职或解雇）。
- 加班、克扣工资或暂停发放工资不应作为惩罚措施。
- 供应商应保存每个员工的惩戒记录。
- 供应商应确保搜身只有在必要时且在公开场合下进行，搜身人员与被搜身员工属同一性别，搜身措施合理无滥用，且无需脱除衣物。
- 在对员工或管理人员施加惩戒时，供应商应确保全体采用一致的惩戒措施。

歧视

- 员工在招聘过程中和入职后，不受种族、肤色、性别、国籍、宗教、年龄、怀孕、婚姻状况、本地身份、民族、社会出身、残疾、性取向、艾滋病患者/病毒携带者、工会和/或政治面貌歧视。
- 供应商应以员工的资质、能力、生产力和整体工作绩效为依据，进行人力资源决策（包括聘用、工资、福利、晋升、纪律和解雇）。
- 供应商应确保未对求职者作出不合理的年龄要求。
- 供应商不得禁止宗教节日与仪式，亦不得禁止员工间断工作祈祷。
- 供应商不得要求员工在入职前或就职期间接受医疗检查（如孕检或艾滋病/病毒携带检查），除非有法律规定。如有法律规定，则检查结果不得用于歧视员工。
- 应保护员工不受反工会歧视，亦不受薪酬歧视。
- 女性员工在孕期、产假和结束产假回岗期间的就业条款与条件应遵守法律规定。
- 供应商应就其平等不歧视政策，向全体管理人员与监管人员进行培训。



供应商行为准则规定

1. 管理体系
2. 劳工管理
3. 健康安全
4. 环境

工时

- 供应商应保证工作时数符合地方标准和适用法律规定。
- 员工每周工作时长不得超过60小时，含加班。
- 如适用，供应商应当保持法律规定的加班豁免。
- 供应商须确保所有加班都基于双方自愿的基础上，并且按照法定的补助费率进行补偿。
- 供应商须确保与工作时长相关的书面政策与适用法律和法规一致，且员工了解这些法律和法规，包括加班义务。
- 员工在连续7个工作日内，应该至少休息一天。
- 供应商应保证休息时间和轮班间隔的合理安排，以及法律规定的老人及孕妇、残疾人及未成年员工的特殊工作时间。
- 供应商应使用打卡钟或打卡系统，保证每位员工的工作时长、加班时长和工作天数有完整且准确的记录。
- 员工不应被要求打卡下班后继续工作，或被要求为完成任务、定额回家之后继续工作。

工资、报酬及福利

- 供应商应确保员工（包括计件员工）所得报酬不低于当地法律规定的最低工资、加班费、津贴以及强制性福利（包括法定病假及产假、社会保险及医疗服务等），适用于每个法定工种。
- 供应商应按法律规定投保责任保险或其他商业险。
- 如适用，供应商应保证实习工资符合法律规定。
- 供应商不得非法扣除或拒付部分或全部工资。
- 对于任何自愿扣款和借款偿还，供应商应保有书面同意书。
- 工资政策和计算方式应当传达给所有员工并使其理解。这类政策包括：
 - 最低工资
 - 加班补助费
 - 休息日和假期补助
 - 法定福利



供应商行为准则规定

1. 管理体系
2. 劳工管理
3. 健康安全
4. 环境

- 供应商应保证至少每月向员工支付一次工资，支付方式、频率和时间必须符合法律规定，直接付给员工或打入员工名下账户。
- 供应商应向员工提供工资单，工资单使用员工能理解的语言，并标明正常工作时间及加班时数、各自的费用、计件费（若适用）、福利、扣除、总工资和净工资。
- 供应商应保证向员工支付少付（如有）的工资。
- 部分或全部报酬是基于计件工作或其他奖励制度的情况下，供应商应使用并行计算系统来核实计件工资等于或大于任何适用法律规定的最低工资，包括加班费和其他费用。若员工工资低于法定最低工资，应当补齐差额；停工期间应支付工资。
- 供应商应当保留完整且准确的全员工资登记表和生产记录表。工资登记表应包含正常工作时数或天数、加班时数、由工作时数或计件产品所得的工资总额、生产奖金、津贴、扣除以及净工资。
- 员工有权接受或拒绝雇主提供的服务（例如住宿和用餐）。
- 供应商应保证因向员工提供服务或商品（例如住宿、用餐、供应品等）而扣除的金额不超出实际成本。
- 若员工被停职或解雇，供应商应保证全额支付法定解雇福利。
- 供应商应当自合同工或临时工入职首日起计算其工龄及其它附加福利，而并非自合同工或临时工转正为正式雇员的首日起开始计算。
- 供应商应当给被裁员工提供机会，让他们以同等待遇转岗到其旗下其它国内公司，并尽力促成员工在国内其它公司实现再就业。
- 供应商应当在现场保留至少12个月的工资记录。

结社自由

- 供应商不得干涉员工行使法定结社自由权。
- 如果结社自由和集体谈判受到地方或国家法律限制，供应商应提供其它形式的、独立且自由的员工代表和谈判的方式。
- 不得以任何方式打击支持各工会的员工。
- 供应商应当允许与员工代表相关的活动，以及员工代表在公司内与成员的接触。
- 供应商应保留结社自由相关书面政策，保证其符合相关适用法律，并保证：
 - 所有员工已被告知政策。
 - 员工代表可自由选择、自愿参与并与管理层就相关问题进行沟通。
 - 管理层应指定代表，就相关问题与员工代表进行沟通。
 - 对举报问题或举报滥用职权，以及参与合法示威及罢工行动的员工，不得打击报复。
- 供应商应以诚信参与集体谈判，并遵守所有合同规定。
- 供应商应保存管理层和员工代表之间所有会议的记录。
- 未经员工书面同意，供应商不得从员工工资中扣除工会会员费和税款。



供应商行为准则规定

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3. 健康安全
4. 环境

沟通及申诉制度

- 供应商必须确保员工、监管人员及管理层之间有合适的沟通。
- 如有需要，当员工与管理人员使用的语言不一样时，供应商应指定调解员或翻译人员去协助沟通；特别是在与生产无关的事情上，则应该从外面邀请可靠的专业翻译人员参与协助。
- 供应商应指派一个委员会负责监督申诉。
- 供应商应确保员工能以保密和匿名的方式向管理层申诉。
- 必须保证员工有除了向直接主管提出以外的方式进行申诉。
- 供应商应为员工、雇主和管理层之间提供一个解决争议的机制。
- 申诉应及时处理，并记录好申诉细节和对申诉采取的措施。
- 应保护所有员工免受报复。

合同终止、离职和遣返（针对外国移民员工）

- 在完成与外国移民员工的雇佣合同后，供应商应在下列情况下支付遣返的费用：
 - 合同期满后，供应商或外国移民员工在返回原籍国前没有自愿续签合同的。
 - 因供应商裁员、设施关闭或其他相关事件而终止合同。
 - 外国移民员工因重大疾病或家庭紧急情况等不可预见的情况而终止合同。
 - 由于供应商和外国移民员工双方同意的共同利益而终止合同。
- 遣返费用应包括了所有交通费，外国移民员工返回原籍国之前的住宿和膳食费用等。
- 如果外国移民员工希望在接收国从事其他工作，他们可以这样做，供应商可不负责遣返他们。

员工娱乐

- 我们鼓励供应商为员工提供娱乐活动，使员工在闲暇之余能放松心情。
- 我们鼓励供应商为员工提供娱乐设施。



健康安全

员工应在安全健康的工作环境中工作。须依据适用法律和行业惯例将制造过程中以及因生产设施卫生安全问题对员工产生威胁的风险降至最小。

健康安全的工作环境

- 供应商必须持有适用的建筑施工许可证和执照，且必须确保所建建筑结构与许可证和执照对应一致。
- 供应商必须遵守建筑规范，并确保建筑的基础设施用于规定和允许的用途。
- 供应商应定期进行外观检查，确保建筑墙壁无可见裂缝。
- 供应商应持有设施及设施所有操作（包括机械和设备）所需的有效卫生安全许可证、执照和证书。
- 供应商应获取并遵守设施卫生安全的适用法律法规，包括与空气质量、噪音、照明和防火有关的法律法规。
- 供应商应建立一个职业健康安全委员会（OHS委员会），负责设施的所有职业健康安全活动。
- 职业健康安全委员会应定期对工厂进行评估，确定可能需要调整的做法，保证工作场所的安全和健康。
- 职业健康安全委员会应定期召开会议，审查卫生安全相关的事件、最佳操作方法以及工作场所安全规定执行情况。所有活动和会议都应有记录。
- 员工应接受与工作场所健康安全和危险防控有关的培训，培训包括但不限于如何安全操作机器、如何使用个人防护设备以及怎样及时发现不安全行为。所有培训都应有记录。
- 所有安全警告标志必须使用员工能够理解的语言，张贴在指定区域并保持清晰。
- 每楼层都必须至少配备一个配件齐全的急救箱。
- 每班必须有一定数量的人员接受过急救培训，如法律规定，还必须配有医务室且必须有护士或医生在场。
- 供应商应根据法律要求，向适用员工提供医疗检查（例如听力测试）。

供应商行为准则规定

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- 供应商应向员工提供卫生安全饮用水：
 - 随时可以不受限制和自由地使用（包括生产区、宿舍和餐饮设施）
 - 饮用水容器应保持清洁，并有足够的保护措施防止任何类型的污染
 - 根据法律要求应定期测试饮用水，确保安全
- 供应商应确保厕所：
 - 无限制向员工开放
 - 数量充足（如果适用法律，则根据法律要求建设足够数量的厕所）
 - 区分性别
 - 卫生，照明良好，通风良好，需定期清洁
 - 能提供适当的隐私（带锁的门）
 - 配备冲洗水和基本用品（纸巾和肥皂，无限制免费使用）
- 应对所有工作场所事故进行调查、补救和记录。

个人防护装备（PPE）

- 供应商应建立个人防护装备（PPE）的识别、维护、储存、使用和培训体系。供应商应指派受过培训的人员进行个人防护装备的全面管理。
- 供应商应根据法律要求为员工提供适当的个人防护用品和对危险品的防护设施。
- 员工的个人防护装备应具有合适的尺寸，使用时员工应按照制造商的说明穿戴，以达到最大的防护效果。
- 员工应接受培训怎样正确使用个人防护装备，并学会如何识别有缺陷的个人防护装备以便进行更换。
- 供应商应按照个人防护装备制造商的建议妥善储存、跟踪、维护、更换和处置所有个人防护装备。

化学安全

- 供应商应遵守Skechers限用物质清单中对化学物质的限制。
- 供应商应建立化学品管理体系，包括危险品的跟踪、识别、维护、储存、使用和培训。供应商应指派经过培训的人员进行化学品的全面管理。
- 供应商应对员工（尤其是使用化学品的员工）进行所用化学品危害和化学品安全处理程序培训。
- 供应商应在化学品使用和储存区以本地语言存有每种化学品的材料安全数据表（MSDS），并为员工提供材料安全数据表培训。

供应商行为准则规定

1. 管理体系
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- 供应商应在每种化学品附近张贴标牌，标明化学品的名称或编号、相关的危害、适用的预防措施和个人防护装备，以及发生泄漏时所应遵循的处理程序。
- 每个化学品容器必须带有封盖，并贴有适当的化学品名称或编号以及相关危险警告标志。
- 化学品使用区域必须配备洗眼站和泄露清理站。

防尘

- 供应商应确保产生粉尘的设备配备排气管或真空装置。
- 接触灰尘的员工应穿戴适当的个人防护装备。

噪声暴露

- 供应商必须按照法律规定使噪音保持在可接受的水平。
- 供应商应定期测试设施的噪音水平，如果噪音水平超过法定限值，则应采取措施降低噪音水平（例如隔音、个人防护装备等）。

照明

- 供应商应根据法律要求确保充足的照明。
- 供应商应定期测试设施的亮度，以确保其亮度不低于法定的最低水平，如果低于最低水平，则应采取措施提高照明亮度。
- 每个设施应配备备用应急灯。

设备安全

- 供应商应保存设施内所有机器的最新库存清单。
- 供应商应保存法律法规要求的所有机械设备的有效的证书和检验报告，包括电梯、叉车、锅炉、发电机、压缩机和工业冰箱等生产机械和操作设备等。
- 供应商应建立机械运行和维护制度，定期对所有机械进行检查和维护，并做好检查记录。
- 所有机械操作人员应接受安全操作培训，并保存培训记录。特殊操作人员（如电工、电梯操作员、锅炉操作员、货梯操作员、焊接操作员等）必须持有法律规定的有效的特殊操作人员证书或工作许可证。
- 供应商应确保采用标准操作方法，并为所有机械提供安全开关和防护装置，防止员工因任何机械零件、功能的缺失、损坏或在机械操作期间可能受到伤害。



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消防安全

- 供应商必须遵守有关消防安全的所有适用法律，并持有相关许可证和执照。
- 所有出口和紧急标志应使用所有员工都能理解的语言。
- 员工应接受消防安全和疏散培训，整个设施至少每六个月进行一次复习培训和消防演习（如适用，同一建筑物内其他用户一起参与）。
- 供应商应将所有培训和消防演习记录至少保存一年以上。
- 供应商应对员工进行培训，保证至少**40%**的员工会正确使用灭火器和消防水龙带，并每年进行一次复习培训，须保存培训记录。
- 供应商应确保灭火器：
 - 根据法律要求，备有适当（不同材料所适用的灭火器类型）且足够的灭火器
 - 放置在存放易燃或可燃材料的区域
 - 放置在便于存取的位置（根据法律要求）
 - 标示清晰且位于明显的地方
 - 无障碍物阻挡
 - 至少每月检查、测试和清洁一次
 - 至少每年由合格的持证人员进行相关检查
- 供应商应维护包括喷淋系统和/或消防栓系统在内的灭火系统。灭火系统应有季度检查标签（至少），并每年由持有执照的第三方进行检查。
- 应依法配备并定期检测手动或自动紧急报警系统。手动紧急警报装置应位于明显的地方。警报应无障碍物遮挡，且在噪音水平高于环境水平的区域应配有指示照明设备。警报标志应使用员工理解的语言。紧急报警系统应由经过认证的承包商至少每年检查一次。
- 供应商应确保紧急出口：
 - 每层至少有两个出口，并分别位于建筑物内的对立位置。
 - 根据法律要求，具有适当的出口宽度
 - 向室外或逃生楼梯开放
 - 通向地面出口
 - 在所有出口通道、出口上方和楼梯间配备工作良好的带备用电源的应急灯。
 - 有明显的安全出口标志，标志需能自亮或由外部照亮。
 - 任何时候不得有障碍物阻挡或上锁，且可以手动操作
 - 配备向外打开的门



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- 供应商应确保疏散指示图：
 - 清晰可见
 - 在每层楼紧急出口通道和楼梯入口处张贴
 - 绘制准确，以员工理解的语言标有疏散路线、“你在这里”的位置、正确的楼宇结构和方向、灭火器和消防栓的位置
- 供应商应确保紧急通道：
 - 根据法律要求，具有适当的通道宽度
 - 发光标志醒目地指明疏散方向
 - 照明充足且无遮挡
 - 指引员工离开建筑物
- 供应商应确保楼梯间：
 - 两侧配有扶手和工作良好的应急灯
 - 标明疏散方向
 - 根据法律要求具有适当的宽度

用电安全

- 只有持有有效操作证的电工才能维护电气设备。
- 不得以不安全的方式损坏、磨损、暴露或串接电线。
- 电气接线盒和控制面板必须盖上并贴上安全标签。
- 供应商应对所有电气装置和机械进行定期检查和预防性维护。
- 所有电气设备应与接地导线（ECC）连接。
- 在设施的潮湿区域，应安装接地故障断路器（GFCI）并经常进行维护。

供应商行为准则规定

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宿舍

- 供应商应根据法律要求持有有效且最新的宿舍卫生安全许可证与执照。
- 宿舍内的所有消防、安全和疏散规定应遵循本规范“消防安全”部分的规定。
- 宿舍区必须与生产区分开。
- 寝室、淋浴间和厕所应按性别分开，并应保持清洁和维护良好。
- 为每位员工提供的生活空间应达到适用法律要求的规模。
- 宿舍内的所有员工都应分配有自己的垫子和床位。
- 员工须有自己私密和安全的存储空间。
- 宿舍应通风、照明良好，室温适宜。
- 必须允许员工可以随时进出宿舍，不受任何宵禁或断电的影响。
- 根据法律要求，必须允许员工可以自由选择住在供应商提供的宿舍和住在别处。

餐饮设施及备餐区

- 按照法律要求，供应商应持有最新的有效的食堂健康和卫生证书。
- 按照法律要求，供应商应确保所有食堂员工持有最新的有效的健康证书。
- 所有餐饮设施内的工作人员应戴口罩、帽子和围裙。
- 餐饮设施应整洁卫生。
- 供应商应妥当备餐，提供营养丰富的食品，并防止污染。
- 供应商应确保食堂有足够的座位容纳所有选择在食堂就餐的员工。

环境

环境保护

- 供应商应根据当地法律要求持有最新有效的环境许可证和执照。
- 供应商应遵守适用的法律法规，遵从有关环境保护的书面政策和程序，并保证废物处理不会污染环境。
- 供应商应努力通过回收、保存和修改生产工艺等做法减少废物排放。
- 危险废物和非危险废物应分别存放在不同的安全区域。
- 供应商应依法排放和处置废物，并保存所有排放记录。
- 所有废水应按照法律规定进行处理和排放。
- 供应商应尽可能地使用环保能源。

空气质量

- 供应商必须遵守有关空气质量标准的适用法律法规。设施场所应存有空气质量法律法规和相关合规记录的副本。
- 设施空气质量管理须包括对挥发性有机化合物（VOC）、溶剂和粉尘的适当管理。
- 供应商应定期对空气质量进行测试，以确保各物质浓度在法定限度内，否则应采取措施提升空气质量。

化学品管理

- 化学品储存区应防火，并与生产区分开。化学品储存区应有二次防渗容器或其他溢出控制方法防止化学品进入环境。二次防渗容器的容积必须达到最大容器容积的110%。
- 供应商应保存有设施中所有使用和储存的化学品的库存清单。
- 供应商应按照法律要求处置化学品和其他有害物质。
- 供应商应定期在使用溶剂的区域和靠近员工的地方测试空气质量，并确保空气质量符合法律要求。
- 供应商应根据适用法律要求监控、控制和向空中排放化学气体。

附录：术语表

代理/机构

同意并被授权代表他方(委托人)与第三方进行特定商业交易的人，此行为对委托人有法律约束力。

抵押劳工

为雇主工作，旨在偿还债务而非获得报酬，通常由另一员工提供劳动作为交换而产生的。

儿童

任何未满 14 岁的人，除非当地有关最低年龄的法律规定了更高的工作或义务教育年龄，在这种情况下，适用更高的年龄。

集体谈判

有时称为集体谈判协议，集体谈判是员工代表（工会或其他机构）与生产单位管理层之间通过谈判来确定工作条件和工资的一种安排。

结社自由

所有员工都有权加入或组建他们自己选择的、在商品制造国是合法的工会，并在不受雇主或公共当局干涉的情况下开展工会活动。

强迫劳动力

以惩罚作为威胁，员工非自愿提供，从员工身上榨取工作或服务，或者要求员工提供工作或服务以偿还债务。

骚扰

造成个人困扰或不适的不合理的行为，通常是持续性和重复的。

附录：术语表（接上文）

危险工作

危险工作包括使用危险机器/设备（如刀、锯）、化学品或危险物质、嘈杂的环境、举重物、极冷或极热的工作条件。

人口贩卖

通过威胁或使用武力或其他胁迫手段，招募、引诱、运送、转移或接收人口，以达到剥削或非自愿劳役的目的。

契约工

代表雇主进行工作，禁止员工自行离岗。

计件

按员工生产的物品数量而非工作时长支付工资。

工会

通过与雇主谈判，在工资和工作条件等问题上促进和保护其成员利益的员工组织。

第三方

除供应商和 Skechers 以外的任何一方、公司或实体，包括政府和非政府实体在内。

青年人

也称为“少年”或“未成年人”或超过上述定义为“儿童”的年龄但未满 18 岁的员工。

