

## **SUPPLIER CODE OF CONDUCT**

### **供應商行為守則**

#### **A. SPIRIT OF WIPRO**

##### **維布絡精神**

The Spirit of Wipro represents core values of Wipro. The three values encapsulated in the Spirit of Wipro are **Intensity to Win, Act with Sensitivity and Unyielding Integrity**.

維布絡的精神體現了維布絡的核心價值所在。維布絡精神包含的三條價值觀，分別為**銳意進取，謹慎言行和誠信不屈**。

Integrity is basically about action and behavior that is compliant with the laws of the land. Wipro always believes that there can be no compromise on Integrity. Wipro expects the same commitment from our Suppliers.

誠信，主要指活動和行為皆遵守本土的法律。維布絡在誠信方面總是秉著絕不妥協的信念。維布絡要求我們的供應商有相同的承諾。

At Wipro, we also believe that our suppliers, agents, service providers, channel partners, dealers, distributors and vendors (“Suppliers”) make significant contributions to our success and we respect and treat our Suppliers in an ethical manner. Wipro Suppliers are selected based on their merit, competitive price, quality and performance. Importantly, we require our Suppliers to conduct their businesses in legal and ethical manner.

維布絡相信供應商、代理商、服務供應商、渠道夥伴、經銷商、分銷商和銷售商（以下簡稱“供應商”）為我們的成功做出了重要貢獻，我們向供應商至以崇高的敬意。維布絡的供應商是根據其品質、競爭價格、質量和表現精心挑選出來的。重要的是，我們要求供應商合法及誠信地從事業務活動。

Towards this, we give below a quick summary of our Supplier Code of Conduct (“Code”).

為達到以上要求，我們將供應行為守則（以下簡稱“守則”）的規定簡要總結如下。

#### **B. ELEMENTS OF SUPPLIER CODE OF CONDUCT**

##### **供應商行為守則要素**

##### **1. APPLICABILITY**

###### **適用性**

This Code shall apply to all Suppliers who engage in business relationships with Wipro or on behalf of Wipro. The term ‘Wipro’ shall include all its group companies, subsidiaries and affiliates.

本守則適用所有與維布絡存在業務往來或代表維布絡進行業務活動的供應商。“維布絡”應包含其集團下所有的公司、子公司和關聯公司。

##### **2. FORCED OR COMPULSORY LABOUR**

###### **強制或強迫勞動**

Wipro Suppliers shall ensure that their employees are employed out of their own free will. Wipro Suppliers shall prohibit forced labour or other compulsory labour in any of their operations.

維布絡的供應商應保證其員工皆自願為其工作。維布絡的供應商應在其經營過程中禁止強迫員工工作或 其他形式的強迫勞動。

### **3. PROHIBITION ON CHILD LABOUR**

#### **禁止僱傭童工**

We expect commitment from our Suppliers in implementing the applicable laws against child labour. To promote eradication of child labour in a pro-active manner, we encourage our Suppliers to work towards a no child-labour policy.

我們要求供應商承諾執行禁止僱傭童工的相關法律。為積極主動地消除僱傭童工現象，我們鼓勵供應商 向零童工目標作出努力。

### **4. EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION/ NO HARRASSMENT**

#### **平等工作機會和無歧視/無騷擾**

Wipro Suppliers shall treat their employees with respect and dignity, offer equal opportunity to their employees and encourage them to work in an environment that is free from discrimination and harassment. Wipro Suppliers shall not encourage discrimination in any employment-related matters on the basis of ethnic and national origin, race, caste, religion, language, disability, sex etc., with the exception of any local law requirement to adopt affirmative action in a particular geography. Wipro Suppliers shall have the right to establish and promote favorable employment conditions to promote positive relationships among their employees, to facilitate employee communications, and to support employee development.

維布絡的供應商應充分尊重其每位員工、為其員工提供平等的工作機會、并鼓勵每位員工在無歧視和無 騷擾的環境中工作。維布絡的供應商應避免在僱傭相關工作中出現歧視，無論是關於民族和國籍、種族、種姓、宗教、語言、殘疾、性別等方面，但根據當地法律的要求可在特定的地域中採取積極的措施。維 布絡的供應商有權建立和完善良好的工作條件以便與員工建立積極的關係，及增進員工之間的溝通并支 持員工個人發展。

### **5. WAGES AND BENEFITS**

#### **工資和福利**

Wipro Suppliers shall ensure compliance with all applicable laws, rules and regulations in making minimum wage payment to their employees and provide legally-mandated benefits.

維布絡的供應商應確保遵守所有適用的法律、法規和規章，以提供員工最低工資保障和法定福利保障。

### **6. ENVIRONMENT, HEALTH AND SAFETY**

#### **環境、健康和 safety**

Wipro Suppliers are expected to contribute to preserving nature and be responsible for conducting safe and environmentally-sound operations. There is a direct impact on the environment through our daily consumption needs of natural resources via energy, water and other inputs in our process. Wipro Suppliers shall comply with applicable environment and related laws and regulations.

維布絡要求其供應商能為自然環境保護作出貢獻，保證其經營活動對環境是安全無害的。我們正常經營過程中對能源、水及其他自然資源的日常消耗對環境有直接的影響。維布絡的供應商應遵守關於環境保護的相關法律和法規。

As regards Health & Safety, Wipro Suppliers shall take appropriate measures to prevent workplace injuries and ill health and to provide employees with a safe and healthy working environment by considering evolving industry practices and societal standards of care.

關於健康和 safety 方面，維布絡的供應商應採取適當的措施以防止工傷和職業病，並隨著行業實踐和社會福利水平的不斷發展，給員工提供一個安全和工作環境。

## **7. BUSINESS RELATIONSHIP AND COMPLIANCE WITH ANTI-BRIBERY LAWS**

### **商業關係和反賄賂法律的遵守**

The anti-bribery laws make it unlawful to make a corrupt payment (either directly or through agencies or intermediaries) or act in furtherance of such a corrupt payment for the purpose of obtaining or retaining business or to influence any business decision.

反賄賂法律規定，為了獲得或維持業務或為了影響商業決定，支付賄賂款項（無論是直接或通過代理人或中介進行賄賂）或促使賄賂的行為是違法的。

Suppliers must note that any payments made in order to assist the firm in obtaining or retaining business or directing business to any other person will violate this Code and is also not an acceptable practice when dealing with Wipro.

供應商必須注意，為了協助公司獲得或維持業務或將業務分配給任何其他人員而進行賄賂將視為違反本守則，且在與維布絡交易的過程中，是不被接受的。

Wipro Suppliers shall not give, offer, promise to offer, or authorize the offer, directly or indirectly (i.e. proxy bribing), anything of value (such as money, shares, goods or service) to any third party, government officials or officials of any political party, which could be regarded as influencing any business decision or for obtaining improper advantage.

維布絡的供應商不得為了影響任何商業決定或為了獲得不正當利益之目的，直接或間接（如代理賄賂）贈予、給予、承諾給予或授權給予任何有價物（如金錢、股權、商品或服務）給任何第三方、政府官員或任何政治團體的官員。

Wipro Suppliers shall raise invoices, bills and claims only for the services and/or supplies actually provided as per the terms of the contract with Wipro and such payment requests shall be submitted in detail as agreed with Wipro. Wipro Suppliers shall not make or submit any false or misleading entries in the invoice, bill and/or claim to Wipro. Any false statement or misleading entries on any invoice, bill and/or claim by Wipro Suppliers, shall subject them to possible termination of the contract.

維布絡的供應商應根據與維布絡簽署之合同中所列明條件，就實際提供的服務和/或物品開具發票、賬單和提出權利主張，且付款要求應提交符合維布絡要求的明細。維布絡的供應商不得出具或提交虛假或誤導性的發票、賬單和/或權利主張。如果任何發票、賬單和/或權利主張包含有虛假的陳述或誤導性的條目，則可能導致合同的終止。

Gifts or entertainment or anything of value shall not be offered by Wipro Suppliers to any of the employees of Wipro, with intent to obtain or retain business, or to influence any business decision. 維布絡的供應商不得向維布絡的任何員工提供禮物或娛樂款待或任何有價物，從而目的在於獲得或維持業務關係或影響任何商業決定。

## **8. CONFIDENTIALITY**

### **保密**

Wipro Suppliers shall protect business and personal information of a confidential nature obtained as a result of business relationship for performing jobs assigned by Wipro and not share with unauthorized persons in any manner whatsoever. Wipro confidential information also includes any employee information, personal data and third party information in Wipro's custody as shared by Wipro.

由于完成維布絡分派的工作而獲得的具有保密性質的商業和個人信息，維布絡的供應商應對其保密且不得以任何形式披露給未經授權的任何人。維布絡的保密信息包括任何由維布絡保管的且由其披露的員工信息，個人數據和第三方的信息。

## **9. MAINTENANCE OF RECORDS**

### **文件的保存**

Wipro Suppliers shall maintain their books and records as per applicable laws and regulations. 維布絡的供應商應根據相應法律和法規保存其帳簿和記錄。

## **10. USE OF WIPRO ASSETS AND ELECTRONIC RESOURCES**

### **維布絡資產和電子資源的使用**

Wipro Suppliers shall ensure that their employees utilize any Wipro's assets (both tangible and intangible) and electronic communication devices/ resources in a legal and ethical manner.

維布絡的供應商應保證其員工合法且誠信地使用任何維布絡的資產（包括有形和無形）以及電子交流設備/資源。

## **11. COMMUNICATIONS**

### **溝通**

Wipro Suppliers shall periodically communicate the standards of this Code to their employees and are encouraged to conduct periodic self-evaluations to ensure compliance.

維布絡的供應商應定期地與其員工就守則標準進行溝通，並鼓勵供應商定期進行自我評價以確保守則的遵守。

## **12. VIOLATIONS OF THIS CODE OF CONDUCT**

### **行爲守則的違反**

Failure to comply with this Code or any other applicable law/regulations by Wipro Suppliers shall result in Wipro's termination of our business relationship/ association/ contract with the Supplier. 如果維布絡的供應商違反本守則或任何相關的法律/法規，將導致維布絡與該供應商之間的業務關係/聯 系/協議的終止。

## **13. SPEAKING UP**

### **說出來**

Wipro's endeavour is to foster an environment of open and honest communication. Wipro Suppliers are encouraged to raise concerns with respect to any of the suspected violations of this Code or any other specific concern (s) arising out of their business relationship with Wipro or any of their employees with our Corporate Ombudsperson at [ombuds.person@wipro.com](mailto:ombuds.person@wipro.com) or call our toll free numbers: 00-800-2002-0033, or our Greater China Ombudsperson [johnchung@wipro-unza.com.cn](mailto:johnchung@wipro-unza.com.cn) at +86 769 2199 4680.

維布絡竭力創造一個開放而真誠的溝通環境。維布絡鼓勵其供應商對任何可能違反本守則的行爲或其他 與維布絡業務或員工相關的問題與公司監察員 [ombuds.person@wipro.com](mailto:ombuds.person@wipro.com)，免費電話：00-800-2002-0033，或我方大中華監察員 [johnchung@wipro-unza.com.cn](mailto:johnchung@wipro-unza.com.cn)，電話 +86 769 2199 4680，溝通。

Wipro Suppliers shall prohibit retaliation against their employees who participate in raising concerns through ombuds process in good faith.

維布絡的供應商不得對善意參與監督的員工進行報復。

## **14. COMPLIANCE**

### **遵守守則**

Wipro Suppliers shall read, understand and affirm compliance to this Code on an annual basis.

維布絡的供應商應閱讀、理解本準則，并每年確認其符合本守則要求。