

# Supplier Core Expectations

## 对供应商的基本要求

**Tennant Company** is committed to conducting business ethically by respecting the local customs and practices of its suppliers and customers while requiring its own employees, agents, service providers, suppliers, and their subcontractors, to abide by applicable laws and industry standards.

坦能公司一直致力于在恪守道德规范的准则下开展商业经营，尊重供应商和客户的当地习惯和惯例，但同时要求坦能的员工、代理、服务提供者、供应商，及他们的分包商遵守适用法律和行业标准。

These Supplier Compliance Standards (“Standards”) are based upon Tennant’s expectation that its Suppliers, and their subcontractors, comply with all applicable laws and regulations, maintain just and decent working conditions, share Tennant's respect for the environment, and implement sound security measures.

本供应商合规标准（“标准”）的核心在于坦能期望坦能的供应商及其分包商能够达到以下要求：遵守所有适用法律法规，保持公正合理的工作条件，同坦能公司一起注重环境保护，执行健全的安全措施。

Suppliers must permit Tennant and its agents to engage in assessment activities to confirm compliance with these Standards. Accordingly, Suppliers should endeavor to regularly evaluate their own facilities, books and records and those of their suppliers and service providers.

供应商必须允许坦能及坦能的代理对其进行评估，以确认供应商已遵守本标准。相应地，供应商应尽力对供应商自己的、及其供应厂商和服务提供者的设施、账簿和记录进行常规性评定。

If Tennant determines through its assessment process that a Supplier is not meeting the requirements and expectations set forth in these Standards, Tennant will offer guidance with respect to matters requiring correction or that need improvement. Tennant reserves the right, however, to cancel outstanding orders, suspend future orders or terminate its relationship with the Supplier, as circumstances demand.

如果经评估后，坦能确定供应商不能达到本标准规定的要求和期望，坦能将对需要改正或改进的事项提出指导意见。然而，坦能保留，视具体情况而定，取消现有订单、暂停下新订单或终止与供应商交易关系的权利。

### 1. COMPLIANCE WITH APPLICABLE LAWS

#### 遵守适用法律

Suppliers must comply with all applicable laws and regulations of the jurisdictions in which the Suppliers are doing business, including but not limited to labor and employment laws and laws pertaining to product design, manufacture, packaging, labeling, importation and exportation of those jurisdictions of the countries of manufacture and distribution. Commercial invoices and other necessary documentation must be provided in compliance with applicable laws. All products, unless specifically exempt under the applicable customs laws and regulations, shall be marked with the country of origin.

供应商必须遵守供应商营业所在地适用的所有法律法规，包括但不限于生产国和分销国适用的劳动和雇佣法律以及与产品设计、生产、包装、标注、进出口有关的法律。供应商必须根据适用法律提供商业发票和其他必要文件。除非适用的海关法律法规明确免除此义务，所有产品应标有原产地。

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### 2. CODE OF CONDUCT

#### 行为准则

Suppliers are expected to maintain fundamental labor and human rights standards as described below and to require that upstream suppliers also adhere to these standards. All references to local law below include regulations implemented in accordance with applicable local law.

供应商应保障下文所述的基本的劳动和人权标准，并要求上游供应商也遵循该等标准。在下文中提及的当地法律包括依据适用的当地法律实施的法规。

- ***No Forced Labor / Human Trafficking***  
**禁止被强迫的劳工/ 人口贩卖**

Suppliers will not use any forced labor, whether in the form of prison labor, indentured labor, bonded labor, slavery or otherwise. Suppliers will not engage in human trafficking. It is Tennant's policy that where forced labor, including slavery, and human trafficking is found in its supply chain, it will seek eradication rather than ceasing business in that area.

供应商不能使用任何形式的被强迫的劳工，包括监狱劳工、契约奴工、抵债劳动、奴役或其他形式的强制劳动。供应商不能参与人口贩卖。根据坦能的政策，一旦在坦能的供应链中发现包括奴役在内的强迫劳工和人口贩卖活动，坦能将彻底根除上述现象，而不仅仅暂停在该地区的商业活动。

- ***No Child Labor***  
**禁止雇用童工**

It is Tennant's policy that it will not knowingly do business with Suppliers that illegally or improperly employ underage workers. Accordingly, Tennant expects that its Suppliers will not employ workers younger than the minimum age prescribed by the law of the country of manufacture or younger than the age for completing compulsory education in the country of manufacture, whichever is higher. However, under no circumstances should Suppliers hire or employ workers younger than 15 years of age.

坦能的政策是坦能不会在明知供应商非法或不正当地雇佣未成年劳动者的情况下与此供应商进行商业交易。因此，坦能期望坦能的供应商不会雇佣比生产国法律规定的最低法定年龄或强制性受教育年龄（以较高年龄为准）更小的劳动者。但是，在任何情况下，供应商不能雇用或使用 15 岁以下的劳动者。

- ***No Harassment or Abuse***  
**禁止骚扰或虐待**

Suppliers will treat each employee with respect and dignity and will not subject any employee to any physical, sexual, psychological, verbal, or any other form of harassment or abuse.

供应商应尊重每一位员工，给予员工应有的尊严。任何员工不得受到任何形式的骚扰或虐待，包括身体的、性的、心理的、口头的和其他形式的骚扰或虐待。

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- **No Discrimination**

### 禁止歧视

No person shall be subject to any unlawful discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social or ethnic origin, or any other applicable prohibited basis.

任何人在雇用中不应受到任何不合法的歧视，包括基于性别、种族、宗教信仰、年龄、残疾、性向、国籍、政治立场、社会或种族背景或任何其他被法律所禁止的理由而影响录用、工资、福利、晋升、处罚、终止或退休。

- **Health and Safety**

### 健康和安

Suppliers shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of Suppliers' facilities.

供应商应提供安全、健康的工作环境，以避免在工作过程中发生的、或由于供应商场所的运营而导致的、或由此引发、或与之相关的事故以及人身损害。

- **Freedom of Association and Collective Bargaining**

### 结社和集体协商的自由

Suppliers shall recognize and respect the right of employees to freedom of association and collective bargaining.

供应商应承认并尊重员工自由结社和集体协商的权利。

- **Wages and Benefits**

### 工资和福利

Suppliers recognize that wages are essential to meeting employees' basic needs. Suppliers shall pay employees, as a floor, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and shall provide legally mandated benefits.

供应商承认工资对于员工满足基本生活需求是非常重要的。供应商向员工支付的工资至少应满足当地法律法定的最低工资或通行的行业工资标准（以较高数额为准），并提供法律规定的福利。

- **Reasonable Working Hours and Overtime Compensation**

### 合理的工作时间和加班报酬

Employees shall not be required, except in extraordinary circumstances, to work more than sixty hours per week, including overtime, or the local legal requirement, whichever is less. All employees shall receive a minimum of one day off in seven, or the local legal requirement,

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whichever is more. In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate.

除非特殊情况，供应商不得要求员工每周工作（包括加班）超过 60 小时，或当地法律规定的工作时间（以较低工作时间为准）。所有员工每周 7 天至少应有一个休息日，或当地法律规定的休息日（以较多休息日为准）。除了基于正常工作时间所获得的报酬之外，员工还应获得加班报酬，按照加班时间和生产国法定的费率支付，如果生产国没有相关规定，应按照不低于正常工作时间的每小时报酬金额支付。

### 3. ENVIRONMENT

#### 环境

Tennant expects its Suppliers to conduct business in a way that demonstrates respect for the environment. Suppliers should be alert to environmental issues and share in the commitment to conserve natural resources. Suppliers are encouraged to reduce excess packaging and to use recycled and non-toxic material whenever possible. Suppliers should take steps to minimize the negative impact their business might have on the environment particularly concerning material selection and the handling and disposal of hazardous material and other waste. Suppliers shall in all respects comply with local environmental laws and regulations.

坦能期望其供应商在进行商业活动的同时能够关爱环境。供应商应注意环境问题，一起分担保护自然资源的责任。坦能鼓励供应商减少过度包装，尽可能使用回收再生及无毒材料。供应商应采取措 施将其业务可能对环境造成的负面影响降至最低程度，特别是在材料选择和处理、处置危险材料及其他废物方面采取措施。供应商应在各方面遵守当地环境法律法规。

### 4. TRADE SECURITY REQUIREMENTS

#### 贸易安全要求

Tennant and its Suppliers will follow the laws of the United States, other nations, and international organizations concerning foreign trade.

坦能和其供应商将遵守美国、其他国家和国际组织有关国际贸易的法律。

It is Tennant's policy to support U.S. Customs and Border Protection ("CBP") mandatory supply chain security requirements by requiring that its Suppliers adhere to all applicable laws governing trade security in the United States and in all jurisdictions where the Suppliers do business. In addition, Tennant encourages its Suppliers to participate in CBP's Customs-Trade Partnership Against Terrorism ("C-TPAT") program, or comparable programs established by the customs authorities of other nations.

坦能的政策是支持美国海关及边境保护（CBP）的强制性供应链安全要求，要求坦能的供应商遵守美国 and 所有供应商开展业务所在国家和地区适用的所有有关贸易安全的法律。此外，坦能鼓励其供应商参加 CBP 建立的 C-TPAT（海关—商业伙伴共同反恐计划）项目，或其他国家海关建立的类似项目。

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The C-TPAT program recognizes the complexity of international supply chains and endorses the implementation of security measures based upon risk analysis. CBP has published general recommendations that should be followed on a case-by-case basis depending on the Supplier's size and structure. The CBP-specified "Business Partner Requirements" within the C-TPAT Import Security Criteria are located on the CPB website:

[www.cbp.gov/xp/cgov/trade/cargo\\_security/ctpat/ctpat\\_application\\_material/ctpat\\_security\\_guidelines/importers/](http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/ctpat_application_material/ctpat_security_guidelines/importers/)

C-TPAT 项目认识到国际供应链的复杂性，并且支持在风险分析的基础上实施安全措施。CBP 已经公布一般性建议，供应商应根据自身的规模和结构基于个案的具体情况予以适用。在 C-TPAT 进口安全标准范围内建立的 CBP 指定的“商业伙伴要求”，可以从 CPB 网站上获得：

[www.cbp.gov/xp/cgov/trade/cargo\\_security/ctpat/ctpat\\_application\\_material/ctpat\\_security\\_guidelines/importers/](http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/ctpat_application_material/ctpat_security_guidelines/importers/)

### 5. ANTI-CORRUPTION LAW

#### 反腐败法

Suppliers must ensure that their employees, officers, directors, agents, suppliers, and service providers comply with all potentially applicable anti-corruption and anti-bribery laws, such as the U.S. Foreign Corrupt Practices Act and the UK Anti-Bribery Act, regardless of whether such laws would otherwise apply to the Suppliers. Suppliers may not give, offer, or promise any advantage or anything of value to influence the performance of official functions or gain a business advantage. Suppliers may not promise or make such payments to public officials acting on behalf of a government, agency, department, or state-owned business, to political parties or candidates for political office, or to their agents, employees, or representatives. These payments are prohibited whether made directly or through a third party, or whether made with company or personal assets.

供应商必须确保，它们的员工、管理人员、董事、代理人、供应商和服务提供商遵守所有可能适用的反腐败和反贿赂法律，例如美国反海外腐败法和英国反贿赂法，不论上述法律在其他情况下是否适用于该供应商。供应商不能为了影响官员执行公务或获得商业利益，而给予、提议给予、或许诺给予任何利益或任何有价值的财物。供应商不能向代表政府、机构、部门或国有企业的政府官员，向政治党派或政府官员候选人，或其代理人、雇员或代表许诺支付或支付上述财物。无论直接地或通过第三方，或以公司或个人财产支付上述财物都应被禁止。

### 6. REPORTING REQUIREMENTS

#### 报告要求

Tennant is a U.S. publicly traded company and is therefore subject to certain government and private securities exchange reporting and compliance obligations. Such reporting obligations include and are not limited to Section 1502 of the Dodd Frank Act which requires that Tennant collect certain information from Supplier. Tennant will advise Supplier regarding these information requirements and Supplier shall keep accurate and separate records and accounts including information from Supplier's upstream suppliers, in accordance with good accountancy practices, sufficient to enable Tennant to rely on such reports for purposes of complying with its reporting requirements. Supplier shall provide Tennant and its

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Tennant Company, in its sole discretion, at its option, may change, delete, suspend or discontinue all or any parts of this policy, at any time without prior notice, with such changes taking effect as of the date published on [www.tennantco.com/suppliers](http://www.tennantco.com/suppliers). 坦能公司可以在任何时间，未经事先通知，全权决定修改、删除、暂时取消或终止本政策的所有或任何部分，而此类变更于在 [www.tennantco.com/suppliers](http://www.tennantco.com/suppliers) 上公布之日起生效。

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representatives, upon reasonable notice, access to its records, accountants and premises for the purpose of performing audits to verify Supplier's reports.

坦能是一家美国上市公司，因此须承担特定的政府和私人证券交易报告及合规义务。该等报告义务包括但不限于《多德-弗兰克法案》第 1502 条。根据该条，坦能须从供应商处收集特定信息。坦能会将该等信息要求告知供应商，而供应商应依据良好的会计做法，保留足以令坦能据此遵守其报告要求的独立准确的记录和账目（其中包括从供应商的上游供应商处收集的信息）。经合理通知后，供应商应允许坦能及其代表为了验证供应商的报告进行审计而查看其记录、账目和场所。

### 7. UPDATES

#### 更新

These Supplier Compliance Standards may be updated from time to time by Tennant. A copy of these Standards in the local language shall be posted in a location visible to all employees at all facilities that manufacture products for Tennant.

坦能将不时更新本供应商合规标准。以当地语言书写的本标准的副本应予以公示，使为坦能生产产品的所有地点的所有员工都能够看见。

Violations of these Standards can be anonymously reported by contacting Tennant's Ethics Hotline at 1.877.774.6504.

如果您知悉任何违反本标准的行为，欢迎匿名举报，请拨打坦能的道德规范热线 1.877.774.6504。

**In the event of a conflict or inconsistency between the English-language and Chinese-language versions of this Exhibit, the English-language version shall control.**

若本文件的英文版同中文版出现不一致或冲突，应以英文版为准。