

紫金矿业集团黄金冶炼有限公司企业标准
Zijin Mining Group Gold Smelting Co., Ltd
Enterprise standards

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关于劳动者保护相关社会责任行为的要求和声明
Zijin Mining Group Gold Smelting Co.,Ltd. about
Requirements and Statements on Social Responsibility
Behaviors Related to Workers Protection

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紫金矿业集团黄金冶炼有限公司发布
Zijin Mining Group Gold Smelting Co., Ltd

紫金矿业集团黄金冶炼有限公司

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(2022 年第一版)

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(Version 2022)

紫金矿业集团黄金冶炼有限公司（以下简称“我们”）是从事黄金及其它贵金属精炼、加工、销售、回收及回购并依托贵金属开展金融贸易业务的大型现代化贵金属深加工及营销企业，是英国伦敦金银协会（LBMA）、上海黄金交易所的黄金供货商，年冶炼生产高纯金能力 100 吨以上。

Zijin Mining Group Gold Smelting Co., Ltd. (hereinafter referred to as "we") is engaged in gold and other precious metals refining, processing, sales, recycling and repurchase and relying on precious metals to carry out financial and trade business large-scale modern precious metals deep processing and marketing enterprises, is the London Bullion Association (LBMA), Shanghai Gold Exchange gold supplier, annual smelting and production of high-purity gold capacity of more than 100 tons.

我们致力于维护和尊重员工、社区和其他可能受到我们生产运营活动影响的利益相关方的生命财产安全、基本自由和人权，我们将安保和

人权管理纳入公司 ESG 战略规划和经营活动中，遵循安全与人权自愿原则。

We are committed to upholding and respecting the safety of life and property, fundamental freedoms and human rights of employees, communities and other stakeholders who may be affected by our production and operation activities, and we integrate security and human rights management into our company's ESG strategic planning and business activities, following the voluntary principles of safety and human rights.

我们遵循联合国《工商企业与人权指导原则》《世界人权宣言》和国际劳工组织《工作中的基本原则和权利宣言》所规定的人权相关精神及宗旨，依此开展人权相关工作。我们支持伦敦金银市场协会“负责任采购计划”目标的实现，与供应链上下游的客户和合作商密切合作，共同履行企业社会责任（CSR），构建可持续的产业链。

We are guided by the spirit and purpose of human rights as set out in the United Nations Guiding Principles on Business and Human Rights, the Universal Declaration of Human Rights and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work.

We supports the realization of “responsible sourcing program” of London Bullion Market Association, works closely with customers and partners at the upstream and downstream of the supply chain,

jointly fulfills corporate social responsibility (CSR) and builds a sustainable industrial chain.

我们要求合作商遵守注册地及经营所在国家/地区的所有适用的关于劳动者保护的法律法规，以此作为与我们合作的前提条件，我们鼓励合作商采用国际公认的行业标准和行业最佳实践进行生产。在合理通知的情况下，我们有权对合作商的现场进行检查，以评估合作商对本要求的履行情况。本要求适用于紫金矿业集团黄金冶炼有限公司及其黄金和其它贵金属供应链上下游合作商。

As a prerequisite to our cooperation, we require our partners to comply with all applicable laws and regulations regarding worker protection in the country where they are registered and operate, and we encourage them to adopt internationally recognized industry standards and industry best practices in their production. With reasonable notice, we reserve the right to conduct an inspection of the Partner's site to assess the Partner's compliance with this requirement.

This requirement applies to Zijin Mining Group Gold Smelting Co., Ltd. and its upstream and downstream partners in the supply chain of gold and other precious metals.

我们要求：

We require:

1. 合作商必须确保所有员工自愿被雇佣，合作商不得雇用任何形式的奴隶（包括现代奴役劳动者）、强迫劳动者、抵债劳动者、被贩卖人口或监狱劳动者。

1. Partners must ensure that all employees are voluntarily employed and that partners do not employ any form of slavery (including modern slave labor), forced labor, bonded labor, trafficked persons, or prison labor.

2. 合作商不得限制人身自由，不得扣留身份证明文件，不得通过威胁、强迫、强制、诱拐或欺骗方式运送、窝藏、招聘、转移或接收此类劳动者或服务。

2. Partners shall not restrict personal liberty, with hold identification documents, and transport, harbour, recruit, transfer or accept such workers or services by threatening, coercing, coercive, abducting or deceiving them.

3. 合作商应遵守所有适用的有关最低工作年龄的法律法规，禁止使用任何形式的童工。

3. Partners shall comply with all applicable laws and regulations on the minimum working age, and shall prohibit the employment of any form of child labor.

4. 合作商应在招聘时有效鉴别所有员工的年龄，低于 18 周岁的未成年工不得从事可能危及其健康或安全的工作。合作商应按照适用的法律法规要求保护学生工和学徒工。

4. Partners shall effectively identify the age of all employees when recruiting, and minor workers under the age of 18 shall not engage in work that may endanger their health or safety. Partners shall protect student workers and apprentices in accordance with applicable laws and regulations.

5. 合作商应遵守所有适用的与工作时间及休息相关的法律法规，所有加班必须自愿。标准工作周（不含加班时间）应当根据法律确定但不可以超过 48 小时，并且每周总工作时间不得超过 60 小时。员工每连续工作六天后应至少有一天休息时间。

5. Partners shall comply with all applicable laws and regulations related to working hours and rest, and all overtime work must be voluntary. The standard working week (excluding overtime) shall be determined by law but may not exceed 48 hours, and the total working hours per week shall not exceed 60 hours. Employees should have at least one day off after every six consecutive days of work.

6. 合作商向员工支付的薪酬应符合所有适用的工资法律，包括有关最低工资、加班工资和法定福利在内的各项法律。合作商应足额、按时向员工本人支付工资并提供清晰易懂的工资单。

6. Partner's compensation to employees shall comply with all applicable wage laws, including those regarding minimum wages, overtime pay, and statutory benefits. Partners shall pay the

employees themselves in full and on time and provide clear and understandable payslips.

7. 合作商不得使用暴力，包括但不限于言语侮辱、威胁、体罚、性骚扰或肉体胁迫员工。

7. Partners shall not use violence, including but not limited to verbal insults, threats, corporal punishment, sexual harassment or physical coercion of employees.

8. 合作商不得因人种、肤色、年龄、性别、性取向、性别认同和性别表现、种族或民族、残疾、怀孕、宗教信仰、政治派别、社团成员身份、受保护的基因信息或婚姻状况等在聘用、薪酬、升迁、奖励、培训机会、解雇等用工行为中歧视员工。不得要求员工或准员工接受可能带有歧视性目的的医疗测试或体检。

8. Partners shall not discriminate against employees in hiring, salary, promotion, rewards, training opportunities, dismissal, etc. on the basis of race, color, age, sex, sexual orientation, gender identity and gender expression, race or ethnicity, disability, pregnancy, religious belief, political affiliation, membership of associations, protected genetic information, marital status, etc. Employees or prospective employees may not be required to undergo medical tests or medical examinations that may serve discriminatory purposes.

9. 合作商应建立有效的劳资沟通机制，定期与员工或员工代表沟通。员工和/或其代表应能与管理层就工作条件和管理实践公开交流沟通并表达看法和疑虑，而无需担心会受到歧视、报复、威胁或骚扰。

9. Partners should establish an effective labor-management communication mechanism and communicate with employees or employee representatives on a regular basis. Employees and/or their representatives should be able to communicate openly with management and express views and concerns about working conditions and management practices without fear of discrimination, retaliation, threats or harassment.

10. 合作商应根据当地法律，尊重所有员工自愿组建和加入工会、进行集体谈判与和平集会以及拒绝参加此等活动的权利。

10. Partners shall respect the rights of all employees to form and join unions voluntarily, to bargain collectively and to assemble peacefully, and to refuse to participate in such activities, in accordance with local law.

11. 合作商应提供安全健康的工作环境。杜绝任何严重危及生命安全或健康的工作条件，防范任何重大火灾或爆炸事故发生，防范作业现场发生致命事故，防止在工作过程中发生或引起疾病，如传染病疫情导致集体性感染事件。

11. Partners shall provide a safe and healthy working environment. Eliminate any working conditions that seriously

endanger life safety or health, prevent any major fire or explosion accidents, prevent fatal accidents at work sites, and prevent diseases that occur or cause in the course of work, such as infectious disease outbreaks leading to collective infection events.

12. 合作商应取得、维护并更新所有必要的健康和安全许可，并遵守这些许可的相关规定。

Partners shall obtain, maintain and update all necessary health and safety permits and comply with the relevant provisions of these permits.

13. 合作商应识别、评估可能存在的健康安全风险,包括：消防、工业卫生、强体力型工作、机器防护等。通过消除危害、替代、工程控制、预防性维护和安全工作流程，来消除或降低风险，必要时，提供适当的个人防护用品。此外，还应采取适当的措施保护女工，尤其是孕妇和哺乳期女工的安全健康。

13. Partners should identify and assess possible health and safety risks, including: fire protection, industrial hygiene, physical work, machine protection, etc. Eliminate or reduce risks through hazard elimination, substitution, engineering controls, preventative maintenance, and safety workflows, and when necessary, provide appropriate PPE. In addition, appropriate measures should

be taken to protect the safety and health of women workers, especially pregnant and breastfeeding workers.

14. 合作商应制定必要的程序和体系以预防、管理、跟踪和报告工伤和疾病，并实施纠正措施以消除影响，帮助员工重返工作。

14. Partners shall establish the necessary procedures and systems to prevent, manage, track and report work-related injuries and illnesses and implement corrective measures to eliminate the impact and facilitate the return of workers to work.

15. 合作商应采用当地语言向员工提供适当的健康与安全培训，在工作场所张贴健康与安全相关信息。

15. Partners shall provide appropriate health and safety training to employees in the local language and post health and safety-related information in the workplace.

16. 合作商应为员工提供干净的卫生间设施和饮用水，必要时提供干净卫生的食物、储藏与用餐设施。员工宿舍应保持洁净安全，以及合理的生活空间。

16. Partners shall provide employees with clean restroom facilities and drinking water, as well as hygienic food, storage and dining facilities when necessary. Staff dormitories should be kept clean and safe, as well as reasonable living spaces.

17. 合作商应识别并评估可能发生的紧急情况 and 紧急事件，包括但不限于火灾、爆炸、致命事故、集体中毒等，并通过实施应急方案及应对

程序，包括：紧急报告、现场急救、通知和撤离程序、定期训练与演习和复原计划等，最大程度地降低对人身、环境和财产的影响。

17. Partners shall identify and assess possible emergencies and emergencies, including but not limited to fire, explosion, fatal accidents, collective poisoning, etc., and minimize the impact on persons, environment and property by implementing emergency response plans and response procedures, including: emergency reports, on-site first aid, notification and evacuation procedures, regular training and drills, and recovery plans.

合作商高层管理者应定期评审自身及上游合作商，以确保其关于劳动者保护相关社会责任履行的适宜性、充分性和有效性。

Senior management of partners shall regularly review itself and its upstream partners to ensure the suitability, adequacy and effectiveness of their performance of social responsibilities related to the protection of workers.