

永兴贵研资源有限公司	内控文件名称：关于劳动者保护相关社会责任行为的要求和声明	内控版：第一版
内控文件编号：QB-SJ-LBMA202306	主控部门：生产技术部	
校准者：管有祥	生效日期：2023年03月	

# 关于劳动者保护相关社会责任行为的要求和声明

(第一版)

Requirements and Statements on Social Responsibility Behaviors  
Related to Workers Protection

(Version 1)

永兴贵研资源有限公司(以下简称永兴贵研公司)系从事黄金及其它贵金属回收、精炼、加工、贸易以及依托贵金属贸易开展金融业务的全产业链实体企业,永兴贵研公司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。

Sino-Platinum Metals(Yong Xing) Resources Co.Ltd. (here after referred to as Sino-Platinum Metals) is a whole-industry chain entity engaged in the recovery, refining, processing, trade, and logistics of gold and other precious metals as well as the financial business relying on precious metal trade, which 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.

永兴贵研公司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,以此作为与永兴贵研公司合作的前提条件,永兴贵研公司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,永兴贵研公司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。

As a prerequisite for cooperation with Sino-Platinum Metals(Yong Xing), Sino-Platinum Metals(Yong Xing) requires partners to comply with all applicable laws and regulations on labor protection in the country/region where they are registered



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and operate, and encourages partners to adopt internationally recognized industry standards and best industry practices for production. Sino-Platinum Metals (Yong Xing) shall be entitled to inspect sites of partners with reasonable notice, so as to evaluate their performance of this requirement.

本要求适用于永兴贵研公司及其贵金属供应链上下游合作商。

This requirement applies to Sino-Platinum Metals (Yong Xing) and its upstream and downstream partners in the supply chain of precious metals.

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。合作商不得限制人身自由，不得扣留身份证明文件，不得贩卖人口，包括不得通过威胁、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。员工不得被要求向雇主或代理中介支付押金、招聘费或其他费用。

Partners must ensure that all employees are employed voluntarily, and shall not employ any form of slaves (including modern slave workers), forced workers, debt-paying workers, trafficked people or prison workers. Partners shall not restrict personal freedom, withhold identity documents, and get involved in human trafficking, including transporting, harboring, recruiting, transferring or receiving such workers or services through threats, coercion, enforcement, abduction or deception. Employees shall not be required to pay deposit, recruitment fee or other expenses to the Employer or the Agent.

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。

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.

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。

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





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their health or safety. Partners shall protect student workers and apprentices in accordance with applicable laws and regulations.

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。

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

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。

Remuneration paid by partners to employees shall comply with all applicable wage laws, including those relating to minimum wage, overtime wage and statutory benefits. Partners shall pay wages to employees in full and on time, and shall provide clear and understandable payroll.

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。

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

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、晋升、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。

Partners shall not discriminate against employees in employment, salary, promotion, reward, training opportunities, dismissal and other employment behaviors due to human race, skin color, age, gender, sexual orientation, gender identity and gender performance, race or nationality, disability, pregnancy, religious belief,



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political affiliation, membership of association, protected genetic information or marital status. Partners shall not require employees or prospective employees to undergo medical tests or physical examinations that may be discriminatory.

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。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。

Partners shall respect the rights of all employees to voluntarily form and join trade unions, conduct collective bargaining and peaceful assembly and refuse to participate in such activities in accordance with local laws. Partners shall establish an effective labor-capital communication mechanism, and shall regularly communicate with employees or employee representatives. Employees and/or their representatives shall be able to openly communicate with the management on working conditions and management practices and express their views and doubts without fear of discrimination, retaliation, threats or harassment.

合作商应提供安全和健康的工作环境。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。

Partners shall provide a safe and healthy working environment, avoid all working conditions that seriously endanger life safety or health, prevent all major fire or explosion accidents, limit fatal accidents at the work site, and prevent the occurrence or cause of infectious diseases leading to collective infection or other diseases during the work process.

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.

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（包括上锁/





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挂牌) 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。

Partners shall identify and evaluate possible health and safety risks (including fire protection, industrial hygiene, physical work, machine protection, etc.). eliminate or reduce risks by eliminating hazards, substitution, engineering control, preventive maintenance and safe work processes (including locking/tagout), and provide appropriate personal protective equipment when necessary. In addition, partners shall take appropriate measures to protect the safety and health of women workers, especially pregnant women and lactating women workers.

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。

Partners shall develop necessary procedures and systems to prevent, manage, track and report industrial injuries and diseases, and shall implement corrective measures to eliminate impact and help employees back to work.

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。

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

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。

Partners shall provide clean toilet facilities and drinking water for employees, and clean and sanitary food, storage and dining facilities if necessary. Dormitory of employees shall be kept clean and safe, and reasonable living space shall be maintained.

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。



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Partners shall identify and evaluate possible emergencies, including but not limited to fire, explosion, fatal accident, public intoxication, etc., and shall minimize the impact on people, environment and property by implementing emergency plans and response procedures, including emergency reports, on-site first aid, notification and evacuation procedures, regular training and drills, as well as 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.

