

Sustainable Procurement Charter
可持续采购章程



About the Sustainable Procurement Charter

关于《可持续采购章程》

Document history

文件历史版本

Version 1 – Created November 2009. The Umicore Sustainable Development Procurement Charter will be reviewed by Umicore at appropriate intervals and revised when deemed necessary. Changes will be communicated effectively to suppliers.

版本 1 - 2009 年 11 月创建。优美科会适时审核《优美科可持续发展采购章程》，必要时予以修改。任何变更都会如实地向供应商传达。

This charter is based on Umicore's vision and values as outlined in the Umicore Way.

基于优美科之路中所提及的优美科愿景及价值观，制定本章程。

(Extracts from) **The Umicore Way** - "Materials for a better life"

(摘自)《优美科之路》-“材料创造更美好的生活”

We believe that materials have been a key element in furthering the progress of mankind and that they are at the core of today's life and will continue to be enablers for future wealth creation. We believe that metal related materials have a vital role to play, as they can be efficiently and infinitely recycled, which makes them the basis for sustainable products and services. We want Umicore to be a leader in providing and creating material based solutions which contribute to fundamental improvements in the quality of life. The overarching principles that guide our activities are:

我们相信，材料是推动人类进步的一个重要因素，是当今人类生活的核心，更是创造未来财富的关键。我们认为，金属相关材料一直扮演着极其重要的角色，因为它们能够被有效地、无限地循环利用，是可持续发展的产品和服务的基础。我们要使优美科成为行业领先者，通过提供、创造以材料为基础的解决方案，为根本改善人类的生活品质做出贡献。优美科的活动以下列首要原则为指导：



VALUES

价值观

We hold the values of openness, respect, innovation, teamwork and commitment to be crucial to our success.

我们奉行的公开、尊重、创新、合作和守信的价值观对我们的成功至关重要。



ENVIRONMENT AND SOCIETY

环境与社会

We recognize that our commitment to financial success must also take into account the broader economic, environmental and social impact of our operations.

我们认识到，在努力取得经济回报的同时，必须考虑我们的运营对经济、环境及社会所造成的影响。



EMPLOYEES

员工

We strive to be a preferred employer of both current and potential employees.

我们致力于成为现有和未来员工所推崇的雇主。



BUSINESS INTEGRITY

商业道德

Wherever we operate, our reputation is a most valuable asset, and it is determined by how we act. We avoid any action that would jeopardize our reputation.

无论我们在何处开展业务，我们的声誉都是极其宝贵的财富，并取决于我们的一言一行。我们应当避免一切有损于优美科声誉的行为。

A message from Marc Grynberg

来自 Marc Grynberg 的寄语



Dear Supplier,

Relationships between suppliers and customers are essential elements in building financial and economic value and will also play a key role in the promotion of social and environmental best practice. At Umicore we are committed to the principles of sustainable development and we seek, wherever possible, to do business with partners which have already made such a commitment or which are willing to take steps in this direction.

We have developed a Sustainable Procurement Charter in order to better reflect our commitment to sustainable development in all areas of procurement - be it raw materials, energy, other goods or services. The document outlines our commitment to our suppliers in terms of our own conduct and practices. In return we would request that you, as a Umicore supplier, take all necessary steps to ensure that your practices are compatible with the content and spirit of our Charter.

尊敬的供应商：

供应商和客户形成的良好关系对创造金融、经济价值必不可少，也对推动最佳社会与环境规范发挥关键作用。在优美科，我们秉承可持续发展的理念，不失时机地寻求与秉承相同理念或愿意在这方面作出努力的合作伙伴开展业务。

优美科制定《可持续发展章程》，是为更好地体现我们对所有采购领域可持续发展的承诺，采购包括原材料、能源等其他货物或服务。本章程概述了我们在行为和规范上对供应商的承诺。同时，我们要求优美科的供应商能够采取必要措施确保其规范符合本章程的内容与精神。

A successful supplier–customer relationship will be based on many elements such as technical specifications, quality, price, service and technology, environmental and social impact. Henceforth we will be using the Sustainable Procurement Charter as another key tool in helping us determine the quality of our suppliers and we would show a clear preference for those partners who are able to demonstrate a commitment to sustainable development.

If you have any questions about the content of the Charter please do not hesitate to contact our Purchasing and Transportation Team or the procurement service in the business unit with which you do business – all details can be found at the back of this document.

We look forward to doing business with you!

供应商和客户间良好的关系建立在多种因素之上，比如技术规范、质量、价格、服务和技术、环境和社会影响。今后，我们将把《可持续采购章程》作为另一关键工具，帮助我们判定供应商的质量。优美科会明确青睐同样承诺可持续发展的合作伙伴。

如对本章程内容有任何疑问，请联系优美科采购与运输团队或者业务单位的采购服务部。详细信息见本文件背页。

期待与您的合作！

Umicore Engagement to You as a Supplier

优美科对供应商的承诺



FAIR DEALING WITH SUPPLIERS

与供应商公平交易

We treat you with honesty, fairness and respect. Our purchasing activities are conducted in accordance with the highest ethical and professional standards, as set out in our Code of Conduct.

优美科诚信、公平与尊重地对待供应商。优美科各项采购活动都遵循优美科《行为准则》规定的最高道德和职业标准。



TRANSPARENCY & COMMUNICATION

透明与沟通

We take the engagement to report on a regular and consistent basis, both internally and externally, on our sustainable development supply chain project. Additionally we will provide feedback to suppliers regarding improvements in their sustainable development performance.

我们会定期并持续地对内对外汇报我们的可持续发展供应链项目。并且，优美科会向供应商提供关于改善其可持续发展表现的反馈。



IMPARTIAL SELECTION

公正选择

We select suppliers based on objective criteria such as technical specifications, quality, price, service and technology, environmental and social impact.

优美科根据客观条件选择供应商，如技术规范、质量、价格、服务和技术、环境和社会影响。



RELATIONS WITH LOCAL COMMUNITIES

当地社区关系

We seek to include smaller sized and local suppliers in our procurement processes, wherever possible, in order to support the local economy.

在采购过程中，我们会适时地寻求接纳较小规模的本地供应商，以促进当地经济发展。



HEALTH & SAFETY

健康与安全

We will apply the same health & safety standards to all contractors working on our sites as the ones we apply for our own employees.

在优美科场所工作的所有承包商，适用与优美科员工相同的健康和安全标准。

Your Engagement to Us

供应商承诺



Environment 环境

As a minimum standard you comply with the applicable environmental laws and regulations in the territories within which you operate and you possess all the necessary environmental permits and registrations.

You strive to minimize relevant environmental impacts and you maintain an environmental management system which enables you to continually improve environmental performance. Documentation about this management system is updated and available.

Any hazardous products or materials that you produce are always accompanied with up-to-date environmental information by way of an appropriate material safety data sheet.

You take steps to offer products whose environmental impact during production, use and end-of-life is the lowest possible given the available technology.

You have procedures in place to prevent incidents. In the event that an incident should occur, you have procedures which are designed to mitigate the consequences that may have an impact on the environment.

作为最低要求，供应商需遵守所在地的适用环境法律法规，取得所有必要环境许可证并完成所有必要备案。

供应商须尽力将环境影响降至最低，并保持环境管理制度以使供应商不断提高环境表现。有关该环境管理制度的文档应更新到位。

供应商生产的任何危险产品或材料须始终随附最新的环境信息，具体随附方式为适当的化学品安全信息表。

供应商须采取措施，提供在可行的技术下在生产、使用和报废环节中对环境影响尽可能最小的产品。

供应商已设置事故预防的规程。在发生事故时，供应商已设置为减轻环境影响的后果而设计的规程。



Labour Practices and Human Rights 劳工规范和人权

You respect the International Labour Organization's Declaration on Fundamental Principles and Rights at Work and the international law on human rights. You are not complicit in human rights abuses. In this context, you should ensure that mechanisms exist to ensure respect for the following principles on your sites and, where relevant, those of your own suppliers:

- Abolition of child labour
- Elimination of forced and compulsory labour
- Freedom of association and the right to collective bargaining
- Elimination of discrimination in the workplace

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- Fair treatment
- Compliance with all applicable laws regarding wages, benefits and working hours

If you are operating on one of Umicore's industrial sites, the minimum age of any of your employees will be 18 years, except in the framework of internships or vocational training programmes, organised in co-operation with schools and training institutes or approved by the competent authority.

You will ensure that you have procedures in place to protect the health and safety of your staff, your own subcontractors, local people. You demonstrate a proactive approach to occupational health and safety for example by the implementation of a documented health and safety policy and management system. You identify and assess potential emergency situations in the workplace and in the vicinity of your operations and minimize their impact by implementing emergency plans and response procedures.

You strive to maintain and continuously improve a working environment where employees find training and development opportunities, where rewards are in relation to the contribution made by the employee and where employees have the opportunity to engage in constructive dialogue with their employer.

供应商须遵守《国际劳工组织关于工作中的基本原则和权利宣言》以及有关人权的国际法。供应商不得试图侵犯人权。就此，供应商要设有相关机制，确保在其场所及其相关供应商的场所遵守下列原则：

- 废除童工
- 消除强迫及强制劳动
- 结社自由和集体谈判权
- 消除工作场所的歧视
- 平等待遇
- 遵守工资、福利、工作时间等各项相关法律

如在优美科工业场地作业，员工最小年龄为 18 周岁，但是在与学校和培训机构合作组织或经主管部门批准的实习或职业培训项目框架下的除外。

供应商应确保设置规章，保障其员工、分包商以及当地人民的健康和​​安全。在职业健康和​​安全方面，供应商应采取积极举措，比如实施明文规定的健康安全政策和管理制度。供应商应识别和评估工作场所和附近可能出现的紧急情况，落实应急方案及响应规程，将影响降至最低。

供应商应努力维护和持续改善工作环境，为员工提供培训和发展机会，根据员工贡献予以奖励，为员工提供和雇主进行建设性对话的平台。



Business Integrity 商业道德

Laws and Regulations

法律法规

You apply the highest standards of business and personal ethics, and follow all applicable laws and regulations in the countries where you operate.

供应商须采用最高商业道德及个人品德标准，遵守所在国的所有适用法律法规。

Corruption & Anti-competitive practices

贪腐和不正当竞争

You are committed to working against all forms of corruption, extortion, fraud and bribery. You do not offer any benefit to Umicore employees in order to facilitate your business with Umicore.

If you execute works at the request of or for an Umicore individual involved in any procurement decision making process, you will inform and disclose this information to the site general management prior to execution. You comply with all competition laws and regulations.

供应商承诺与所有形式的贪污、勒索、欺诈和贿赂作斗争。不得为获取与优美科的业务便利而向优美科员工提供任何好处。

如供应商按照优美科人员的要求工作，或其工作涉及任何采购决策过程的，供应商需在实施工作前将此信息通知并披露给当地的总经理。供应商需遵守所有竞争相关的法律法规。

Transparency and accountability

透明与负责

You are committed to transparency and accountability in your business dealings and strive to detect and prevent illegal and unethical activities conducted through commercial transactions via the screening of your business partners, transactions and materials.

供应商承诺在业务过程中做到透明和负责，通过对业务伙伴、交易及材料进行筛选全力识别和预防商业交易中违法和违背道德的活动。



Supply Chain 供应链

Your own supply chain

供应商自身的供应链

You undertake to promote / communicate the principles of sustainable procurement in your own supply chain.

供应商保证在自身的供应链中推广/传播可持续采购原则。



Assessment / Monitoring 评估/监控

By acknowledging receipt of this document your organization undertakes to adhere to the principles contained in Umicore's Sustainable Procurement Charter. You will undertake to maintain the documentation necessary to demonstrate compliance and either possess or will seek to develop the measuring procedures, tools and indicators that are necessary to guarantee adherence to the principles of the Charter.

You accept to respond promptly to reasonable inquiries from our procurement representatives regarding implementation of these principles. You also accept that from time to time you may be required to complete a self-assessment questionnaire based on this Charter and to provide proof of any statements that are provided in such a questionnaire. You also accept that following such a self-assessment process Umicore may request – either itself or through a third party – to conduct site visits and / or audits to verify compliance with this charter or elements thereof.

当确认收到本文件时，供应商所在的组织即应当遵守优美科《可持续采购章程》中的原则。供应商承诺保留证明合规所必要的文件，具备或制定确保本章程原则得以遵守的必要评估规程、工具和指标。

供应商同意及时回复优美科采购代表提出的关于上述原则落实情况的询问。供应商也同意，优美科可根据本章程不时要求供应商完成自评问卷和对调查问卷中任何陈述的提供证明材料。供应商亦同意，依照自评流程，优美科可要求亲自或通过第三方进行现场考察和/或审核，以核实本章程或其中原则的合规情况。



Non-compliance 不合规

Should the self-assessment process, monitoring steps or other evidence indicate that elements of the Sustainable Development Charter are not being met, you may be required to provide satisfactory explanation and / or evidence that corrective action is planned to amend the situation and prevent any recurrence.

假如自评流程、监控措施或其他证据表明《可持续发展章程》所规定的原则未获遵循，供应商可能被要求提供令人满意的解释及/或证据来表明将有计划地采取纠正措施改善现状并防止再次发生。

Your Engagement to Us

供应商承诺



References

参考

The Umicore Way

《优美科之路》

<http://www.umicore.com/en/about/values>

The Umicore Code of Conduct

优美科《行为准则》

<http://www.umicore.com/en/governance/code-of-conduct>

Universal Declaration of Human Rights

《世界人权宣言》

<https://www.un.org/ruleoflaw/files/Universal%20Declaration%20of%20Human%20Rights.pdf>

ILO Declaration on Fundamental Principles and Rights at Work

《国际劳工组织关于工作中的基本原则和权利宣言》

<http://www.ilo.org/declaration/lang--en/index.htm>

Guidelines on occupational safety and health management systems ILO-OSH 2001

《职业安全健康管理体系指南》ILO-OSH 2001

<http://www.ilo.org/public/english/protection/safework/managmnt/guide.htm>

Eco-Management and Audit Scheme (EMAS)

生态管理和审计体系 (EMAS)

http://ec.europa.eu/environment/emas/index_en.htm

ISO 14000 series environmental management systems

ISO 14000 系列环境管理体系

<http://www.iso14000-iso14001-environmental-management.com>

OHSAS 18001 Health and Safety Systems

OHSAS 18001 健康安全体系

<https://www.bsigroup.com/en-GB/ohsas-18001-occupational-health-and-safety>

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