

# 贵州茅台酒股份有限公司 供应商行为准则

## Kweichow Moutai Co., Ltd. Supplier Code of Conduct

贵州茅台酒股份有限公司（以下称“公司”）致力于与供应商携手打造“发展共建、利益共享、情感共美、命运共连”的合作生态，构建可持续发展的供应链。基于《GB/T 41835-2022 可持续采购指南》与公司发展实际，公司制定了《贵州茅台酒股份有限公司供应商行为准则》（以下称“本准则”），以此为供应商行为制定标准、规范可持续采购行为、倡导可持续供应链。

Kweichow Moutai Co., Ltd. (hereinafter referred to as “the Company”) is committed to working hand in hand with its suppliers to create a cooperative ecosystem of shared development, benefits, emotions, and destiny, and to build a sustainable supply chain. Based on the *GB/T 41835-2022 Sustainable Procurement—Guidelines* and the actual development of the Company, the Company develops the *Kweichow Moutai Co., Ltd. Supplier Code of Conduct* (hereinafter referred to as “this Code”) to set standards for supplier behavior, regulate sustainable procurement practices, and advocate for a sustainable supply chain.

本准则适用于为公司及其全资或拥有实际控制权的子（分）

公司提供产品或服务的供应商，供应商应按照本准则中的原则和要求经营业务并完全遵守所有适用法律法规。

This Code applies to suppliers who provide products or services to the Company and its wholly-owned or controlled subsidiaries or branches. Suppliers are required to conduct their business in accordance with the principles and requirements outlined in this Code and fully comply with all applicable laws and regulations.

## **一、劳工权益**

### **1. Labor Rights**

供应商承诺维护员工的权益，尊重员工尊严，并确保遵守国际劳工组织（ILO）和联合国全球契约（UNGC）规定的体面工作条件。这适用于所有员工，包括签署正式劳动合同员工及第三方派遣工。供应商需要重点做到：

Suppliers commit to protecting employees' rights and interests, respecting their dignity, and ensuring compliance with the decent work conditions stipulated by the International Labor Organization (ILO) and the United Nations Global Compact (UNGC). This applies to all employees, including those under formal employment contracts and third-party dispatched workers. Suppliers are required to focus on:

## (一) 不使用童工、保障青年员工

### **1.1 Prohibiting Child Labor and Protecting Young Employees**

严禁以任何形式雇佣童工，“童工”是指“未满 16 周岁、与单位或者个人发生劳动关系、从事有经济收入的劳动或者从事个体劳动的未成年人”。

The employment of child labor in any form is strictly prohibited. Child labor refers to minors under 16 years of age who have an employment relationship with an entity or individual and engage in labor that provides economic income or individual labor.

## (二) 提供自由选择的工作

### **1.2 Offering Free Choice of Employment**

1. 所有员工都应享有基本的自由、尊严，并以他们可以理解的语言签订明确的书面合同。

1. All employees shall enjoy basic freedom and dignity, and sign clear written contracts in a language that they can understand.

2. 不违背员工个人意愿，强迫其工作。

2. Do not coerce employees to work against their personal wishes.

3. 员工应有权在合理通知用人单位后离开工作岗位，且不受任何处罚或阻碍。

3. Employees shall have the right to leave their job positions

with reasonable notice to the employer, without facing any punishment or obstruction.

4. 供应商、任何代理人/中间人不得扣留员工的证件和工资等。

4. Suppliers or any agents/intermediaries shall not withhold employees' papers or wages.

### (三) 保障薪酬和员工发展

#### **1.3 Assuring Employees of Compensation and Development**

1. 向员工提供的薪酬应不低于法定最低标准，薪酬包括法律规定的员工福利，如社会保障、医疗保障、带薪休假等。

1. Compensation provided to employees shall not be lower than the statutory minimum standards, including legally mandated employee benefits such as social security, medical coverage, paid leave, etc.

2. 如员工加班，工资应按法律规定支付。

2. If employees work overtime, wages shall be paid according to legal requirements.

3. 所有工资计算，包括付款和标准扣除，都应以清晰透明的方式进行，并以书面形式（如工资单）以员工可以理解的语言进行沟通。不得对工资进行纪律性扣减。

3. All wage calculations, including payments and standard deductions, shall be conducted in a clear and transparent manner,

and communicated in written form (such as pay slips) in a language understandable to the employees. Disciplinary deductions from wages are not permitted.

4. 鼓励为员工提供技能发展和培训机会，有助于他们能力提升和事业发展。

4. Encourage providing opportunities for skills development and training to employees, aiding in their capability enhancement and career advancement.

## **二、职业健康与安全**

### **2. Occupational Health and Safety**

供应商应提供并维护安全的工作环境，并将良好的健康和安全管理实践融入其业务。这应包括遵守劳工安全法规、开展安全培训、提供员工防护、管理职业伤害和职业病、保障体面的工作环境、构建职业健康安全体系、保护个人隐私、数据等。供应商需要重点做到：

Suppliers shall provide and maintain a safe working environment and integrate good health and safety management practices into their operations. This shall include complying with labor safety regulations, conducting safety training, providing employee protection, managing occupational injuries and diseases, ensuring a decent working environment, building occupational health and safety systems, protecting personal privacy and data, etc.

Suppliers are required to focus on:

(一) 遵守劳工安全法规

**2.1 Complying with Labor Safety Regulations**

遵守《中华人民共和国劳动法》及其他劳工健康与安全法规。

Comply with the *Labor Law of the People's Republic of China* and other labor health and safety regulations.

(二) 遵守职业健康与安全政策

**2.2 Comply with occupational health and safety policy**

倡议供应商遵守《贵州茅台酒股份有限公司职业健康安全政策》。

Require our suppliers adhere to the *Kweichow Moutai Co., Ltd. Occupational Health and Safety Policy*.

(三) 开展安全培训

**2.3 Conducting Safety Training**

确保员工充分了解作业过程中涉及的固有风险(如化学暴露、物理风险等), 并接受过关于实施相应控制措施的培训。

Ensure that employees have a full understanding of inherent risks involved in the work process (such as chemical exposure, physical risks, etc.) and receive training on implementing appropriate control measures.

#### (四) 提供员工防护

### **2.4 Providing Employee Protection**

应提供合适的控制、安全工作指引、预防维护和防护装置(譬如防护罩、连锁装置和围栏)以减少工作场所健康安全风险。如果上述措施不能有效控制风险,应提供合适的个人防护用品。

Suitable controls, safety work instructions, preventive maintenance, and protective gear (such as protective covers, interlocks, and fences) shall be provided to reduce workplace health and safety risks. If the above measures fail to effectively control the risks, appropriate personal protective gear shall be provided.

#### (五) 防止与管理职业伤害和职业病

### **2.5 Preventing and Managing Occupational Injuries and Diseases**

应建立机制以管理、追踪和报告工作场所发生的职业伤害和职业病。这些机制应鼓励员工报告事故,对工伤和职业病进行分类和记录,调查事故原因并实施纠正方案以根除导致事故的根源问题,提供必要的治疗并协助员工康复重回工作岗位。

Management mechanisms shall be established to manage, track, and report occupational injuries and diseases that occur in the workplace. These mechanisms shall encourage employees to report accidents, classify and record work-related injuries and diseases, investigate accident causes, implement corrective actions to

eradicate the root causes of accidents, and provide necessary treatment and assistance to help employees recover and return to work.

## （六）保障体面的工作环境

### **2.6 Ensuring a Decent Working Environment**

必须向员工提供干净厕所、可饮用水、符合卫生标准的准备和储存食物的设施。如果供应商或供应商所雇佣的人才中介为员工提供宿舍，必须确保宿舍的干净和卫生，并提供足够的应急出口、足够的通风和暖气以及合理的居住面积。

Employees shall be provided with clean toilets, drinkable water, and facilities for preparing and storing food that meet hygiene standards. If dormitories are provided by a supplier or talent intermediary for employees, it shall ensure that the dormitories are clean and hygienic, and provide adequate emergency exits, sufficient ventilation and heating, and reasonable living space.

## （七）构建职业健康安全体系

### **2.7 Building Occupational Health and Safety Systems**

鼓励构建与认证职业健康安全体系，可参考权威的管理体系，如 ISO 45001、OHSAS 18001、国际劳工组织职业安全与健康指南。

Encourage the establishment and certification of occupational



health and safety systems, which can refer to authoritative management systems such as ISO 45001, OHSAS 18001, and the ILO's guidelines on occupational safety and health.

### **三、环境保护**

#### **3. Environmental Protection**

致力于保护环境是公司践行可持续发展理念的核心。我们期望供应商实施适当的管理体系和治理框架，以评估环境风险，实施适当的控制措施以减轻影响，保持对环境负责的商业惯例。供应商需要重点做到：

Commitment to environmental protection is at the core of the Company's efforts to implement the sustainable development philosophy. We expect suppliers to implement appropriate management systems and governance frameworks to assess environmental risks, implement appropriate control measures to mitigate impacts, and maintain responsible business practices towards the environment. Suppliers are required to focus on:

##### **（一）遵守环境法规**

#### **3.1 Complying with Environmental Regulations**

应确定并遵守所有适用的法律环境要求，包括以有效和最新的方式获得适用的许可证、执照或注册，满足规定的性能阈值，排放监测，并根据需要及时提交所有申报和备案。

Suppliers shall identify and comply with all applicable legal environmental requirements, including obtaining relevant permits, licenses, or registrations in an effective and up-to-date manner, meeting prescribed performance thresholds, conducting emission monitoring, and timely submitting all required declarations and filings as needed.

## (二) 减少温室气体排放

### **3.2 Reducing Greenhouse Gas Emissions (GHGs)**

1. 鼓励量化温室气体排放量，并制定节能减排目标，响应节能减排倡议。

1. Encourage quantification of GHGs and establishment of energy-saving and emission reduction targets in response to energy-saving and emission reduction initiatives.

2. 鼓励供应商开展碳盘查，依据结果制定并实施相关的减排计划。对于所有供应商，公司在招采过程中对同类型供应商中减碳成效显著的酌情加分，优先选用。

2. Encourage suppliers to conduct carbon stocktake and develop and implement relevant emission reduction plans based on the results. For all suppliers, the Company awards discretionary bonus points during the procurement process to suppliers of the same type who have achieved significant carbon reduction effectiveness, and gives them priority in selection.

### （三）防止环境危害和污染

#### **3.3 Preventing Environmental Hazards and Pollution**

1. 必须对生产制造过程产生的废水、固体废物和卫生设施进行监控，且在排放或处理前根据相关法律法规的要求进行处理。

1. It is necessary to monitor the wastewater and solid waste generated during the production process as well as sanitation facilities, and process them before discharge or treatment in accordance with relevant laws and regulations.

2. 实施适当的环境管理体系，以识别、管理、沟通和降低运营中的环境危害风险，包括废水排放、废物处理和有害物质使用等污染。

2. Implement appropriate environmental management systems to identify, manage, communicate, and reduce environmental hazards and risks in operations, including wastewater discharge, waste treatment, and the use of hazardous substances.

### （四）水资源和废水管理

#### **3.4 Water Resources and Wastewater Management**

1. 应每年审核其消耗水资源情况，并设定节水目标。通过节水改造、水循环利用或其他方式减少水资源消耗。

1. Suppliers shall annually review their water consumption and set water-saving targets, and shall reduce water consumption through water-saving renovations, water recycling, or other means.

2. 对其废水处理系统的运行状况进行定期监测，所有废水在排放或处置前，应按要求对其进行分类、监测、控制和处理。

2.Regularly monitor the operation of their wastewater treatment systems, classify, monitor, control, and treat all wastewater before discharge or disposal as required.

3. 加强水资源的保护与循环利用。

3. Strengthen the protection and recycling of water resources.

（五）发展资源节约和可再生能源使用

### **3.5 Resource Conservation and Use of Renewable Energy**

1. 努力以负责任的方式保护和使用自然资源，包括原材料、矿物、化石燃料等。

1. Strive to protect and utilize natural resources, including raw materials, minerals, and fossil fuels, in a responsible manner.

2. 积极探索、发展绿色能源的使用，包括风电、光电、太阳能、地热能等可再生能源。

2. Actively explore and develop the use of green energy, including wind power, solar power, geothermal energy, and other renewable energy sources.

3. 鼓励重新审视生产工艺/技术、增加产品/原材料组合中的再循环含量、探索使用替代材料、实施循环商业模式。

3. Encourage reevaluation of production processes/technologies, increase the recycled content in product/raw material compositions,

explore the use of alternative materials, and implement circular business models.

## **四、商业道德与诚信**

### **4. Business Ethics and Integrity**

供应商应以符合商业道德和诚信的方式开展业务。供应商需要重点做到：

Suppliers shall conduct their business in a manner that aligns with business ethics and integrity. Suppliers are required to focus on:

#### **(一) 遵守商业法律法规**

##### **4.1 Complying with Business Laws and Regulations**

1. 遵守适用商业相关的法律法规、规范和公司商业道德与诚信准则。

1. Adhere to applicable business-related laws, regulations, norms, and the Company's codes of business ethics and integrity.

2. 制定反商业贿赂和反腐败政策，并实施相应计划以核实合规情况。

2. Have anti-bribery and anti-corruption policies and implement corresponding programs to verify compliances.

#### **(二) 拒绝商业行贿受贿**

##### **4.2 Refusing Commercial Bribery**

1. 避免任何形式的贪污、勒索和贿赂。

1. Avoid any form of corruption, extortion, and bribery.

2. 确保向客户（包括公司员工）、政府官员和任何其他相关方支付的款项、赠送的礼品或做出的其他承诺，均遵守适用的与反贿赂相关的法律法规。

2. Ensure that payments made to customers (including the Company's employees), government officials, and any other relevant parties, as well as gifts given or other commitments made, comply with applicable anti-bribery laws and regulations.

3. 不得向现有或潜在的业务合作伙伴允诺、提供、索取或接受可能被合理认为会影响商业交易的礼品、付款、客户旅行、娱乐或服务。

3. Do not promise, offer, request, or accept gifts, payments, client trips, entertainment, or services that could reasonably be perceived to influence business transactions to existing or potential business partners.

### （三）保护保密信息和知识产权

#### **4.3 Protecting Confidential Information and Intellectual Property Rights**

1. 不得以不正当手段获取他方的保密信息，或未经授权擅自披露。

1. It is prohibited to obtain confidential information from others by improper means or to disclose it without authorization.

2. 尊重知识产权,技术和知识的转让应以保护知识产权的方式进行。

2. Respect intellectual property rights, and the transfer of technology and knowledge shall be conducted in a manner that protects intellectual property.

3. 严禁擅自将公司定制的带有公司知识产权的物品出售或转让给第三方。

3. Unauthorized sale or transfer of items customized by the Company containing the Company's intellectual property to third parties is strictly prohibited.

#### (四) 保持准确和完整的财务记录

##### **4.4 Maintaining Accurate and Complete Financial Records**

1. 所有商业交易必须遵循适用的会计原则、流程和其他适当要求,及时、全面和公平地报告和记录。

1. All business transactions shall follow applicable accounting principles, processes, and other relevant requirements, and be reported and recorded promptly, comprehensively, and fairly.

2. 遵守中国企业会计准则(CAS)或国际财务报告准则(IFRS),并遵守管理我司财务和税务会计和报告的适用法律、内部会计和报告准则及规定。

2. Comply with the Chinese Accounting Standards (CAS) or International Financial Reporting Standards (IFRS), and adhere to

applicable laws, internal accounting and reporting guidelines and regulations governing our financial and tax accounting and reporting.

#### **（五）监管计划**

针对所有关键供应商实施监管计划，以验证其是否符合反腐败等合规政策。

#### **4.5 Monitoring Programs**

The Company implements the monitoring programs for all critical suppliers to verify their compliance with anti-corruption and other compliance policies.

### **五、违反后果**

#### **5. Consequences of Violation**

（一）如果供应商违反或偏离本《供应商行为准则》，应主动向公司联系人反馈或通过以下渠道报告相关情况。公司将研究制定相关补救或纠正措施并与供应商达成一致，供应商需立刻采取整改行动，并在约定时间内完成整改并提交相关的证明材料给公司。

If a supplier violates or deviates from this Code, it shall proactively contact the Company's designated representative or report the situation through the channels provided below. The Company will study and develop relevant remedial or corrective



measures in consultation with the supplier. The supplier shall take immediate corrective action, complete the rectification within the agreed-upon timeframe, and submit the relevant proof to the Company.

(二) 对于食品安全、行贿腐败、环保问题等严重不合规的商业行为，公司遵循“零容忍”政策，纳入《供应商负面行为清单》管理。若供应商严重违反本《供应商行为准则》，公司保留采取进一步措施的权利，包括但不限于暂停合作、终止合同、清退出供应商库、纳入供应商黑名单、追究相关法律责任等。

For serious non-compliance issues such as food safety, bribery and corruption, environmental protection violations, etc., the Company adheres to a zero-tolerance policy and includes them in the *Supplier Negative Behavior List* for management. If suppliers seriously violate this Code, the Company reserves the right to take further measures, including but not limited to suspending cooperation, terminating contracts, removing them from the supplier database, blacklisting them, and pursuing relevant legal responsibilities.

## **六、报告渠道**

### **6. Reporting Channels**

当供应商发现公司员工、其他业务合作伙伴等利益相关方存在商业诚信与道德问题时，可通过公司采购中心或其他相关部门

进行报告。

When a supplier discovers issues related to business integrity and ethics involving the Company's employees , other business partners and other stakeholders, it can report through the Company's procurement center or other relevant departments.