

# Schunk Group

## Code of Conduct

### 崇德集团行为准则

#### Guiding principles of the Schunk Group

##### 崇德集团的指导原则

Schunk is a globally active technology group. Our expertise in the fields of materials and mechanical engineering provides a major boost for industries around the world. Schunk pursues profitable growth as well as independence and thinks long-term. We are characterized by diversity and mutual respect: As a team, we succeed.

崇德是一家国际性的科技企业集团。我们在材料和机械工程领域的专业技术为世界各地的工业提供了巨大的推动力。崇德追求利润增长和独立性，并考虑长远发展。我们的特点是多样性和相互尊重：作为一个团队，我们成功了。

**Passion for technology.** We are competent and idea driven. This makes us an innovative technology leader and keeps us one step ahead.

我们对科技充满热情。我们有能力，有创意。这使我们成为一个创新的技术领导者，并保持领先一步。

**We are pragmatic.** We provide rapid solutions and deliver efficient results. In doing so, our approach is entrepreneurial and collaborative.

我们求真务实。我们提供快速的解决方案和传递有效的结果。在这样做的时候，我们的方法是开创性的和合作性的。

**Focus on the customer.** We empower our customers on their road to success. Together, we make a significant contribution towards a sustainable future.

我们关注客户。我们为客户助力成功之路。我们共同为可持续发展的未来做出重大贡献。

#### Preamble

##### 序言

- This Code of Conduct sets out fundamental principles of behavior which determine the actions of the management and all employees of the Schunk Group in our day-to-day business as a company.

本行为准则制定了基本的行为原则，这些原则决定了崇德集团管理层和所有员工在公司日常业务中的行动。

- The trust that our business partners – including customers, suppliers, visitors, government authorities and the public – place in us is paramount to the Schunk Group. That's why a sense of responsibility, legal compliance, and moral integrity run through all of Schunk's actions.

对我们的商业伙伴的信任（包括客户、供应商、访客、政府和公众）是崇德集团最重要的。这就是为什么责任感、遵纪守法和道德诚信意识贯穿着崇德的所有行为。

## A. Validity

### 有效性

- In addition to and independently of this guideline, the business activities of the Schunk Group and the conduct of all employees are subject to the applicable local laws and regulations.

除本指导方针外，崇德集团的业务活动和所有员工的行为均受适用的当地法律法规的约束。

- Where additional rules of conduct are set down for individual companies, organizational units, or groups of people in separate guidelines (such as corporate standards), these guidelines apply without limitation alongside with this Code of Conduct.

如果个别公司、组织单位或个人团体在单独的指导方针（如公司标准）中规定了额外的行为规则，则这些指导方针与本行为准则同时适用。

## B. Compliance with laws and regulations

### 遵守法律法规

#### 1. Compliance with applicable law

##### 遵守适用法律

- Observing all applicable laws and regulations is an essential basis of all actions of the Schunk Group.

遵守所有适用的法律法规是崇德集团所有行动的重要基础。

- All employees and corporate bodies of the Schunk Group are obligated to obtain information on the laws and regulations that apply to their areas of responsibility within the company and, in case of doubt, to consult the responsible bodies within the Schunk Group for advice.

崇德集团的所有员工和法人团体都有义务获取适用于其职责范围内的法律法规信息，如有疑问，可以向崇德集团内的责任团体咨询意见。

- Schunk complies with its statutory obligations to prevent money laundering and does not participate in any money laundering activities. All employees are required to report unusual financial transactions, particularly those involving cash or cash equivalents, that could give rise to a suspicion of money laundering reviewed by the relevant finance department.

崇德遵守其防止洗钱的法定义务，不参与任何洗钱活动。所有员工都被要求必须汇报不寻常的金融交易，特别是那些涉及现金或现金等价物的交易，可能会引起洗钱的嫌疑，并被相关财务部门审查。

- Schunk does not give any financial benefits or perquisites, particularly donations or sponsoring, to political parties, affiliated or similar organizations, individual public official, or candidates for political office.

崇德不向政党、附属或类似组织、公职人员个人或政治职位候选人提供任何经济利益或额外利益，特别是捐款或赞助。

## 2. Fair Competition

### 公平竞争

- Rules to protect fair competition are an essential element of a free market economy. These rules concern the following in particular:

保护公平竞争的规则是自由市场经济的基本要素。这些规则特别涉及以下方面:

- prohibition of agreements between competitors regarding prices, terms, division of territory, customer groups, or production volumes,  
禁止竞争对手之间关于价格、条款、区域划分、客户群体或产量的协议，
- prohibited price maintenance or price fixing involving our sales partners,  
禁止涉及我们的销售合作伙伴的价格维护或价格操纵，
- prohibition of abuse of a dominant position, and  
禁止滥用支配地位，以及
- control of corporate mergers  
控制公司合并

in order to prevent dominant positions from arising.

为了防止支配地位的产生。

- Promoting fair competition is in line with the Schunk Group's business policies. For this reason, Schunk observes all applicable antitrust laws.

促进公平竞争符合崇德集团的商业政策。因此，崇德遵守所有适用的反垄断法。

- Agreements between market participants with the aim of restricting competition are prohibited in particular.

特别是禁止市场参与者之间以限制竞争为目的的协议。

- Informal discussions or understandings or even concerted practices are also prohibited

where these express agreement on, or the intention to implement, a measure restricting competition.

非正式的讨论或谅解，甚至一致的做法也被禁止，如果这些明确的协议或意图实施限制竞争的措施。

- Confidential information regarding prices and/or upcoming price changes or customer/supplier relationships must not be shared during any discussion with competitors.

在与竞争对手的任何讨论中，不得分享有关价格和/或即将发生的价格变化或客户/供应商关系的机密信息。

### 3. Corruption/granting and accepting benefits and perquisites

#### 贪污/贿赂和收受利益和额外津贴

- All Schunk employees pledge to do everything in their power to prevent corruption within their sphere of influence. Corruption means offering, giving, or accepting a gift, loan, commission, reward, or any other benefit or perquisite to or from a person or entity as an incentive to do something that is dishonest or illegal or represents a breach of trust.

所有崇德员工承诺，将尽一切努力防止其权利范围内的腐败行为。腐败是指向个人或实体提供、给予或接受礼物、贷款、佣金、奖励或任何其他利益或额外报酬，以激励其做不诚实、非法或失信的事情。

- Personal benefits or perquisites must not be requested, accepted, offered, or granted in exchange for preferential treatment during preparations for, awarding of, or execution of a contract.

在准备、授予或执行合同期间，不得要求、接受、提供或给予个人利益或特权以换取优惠待遇。

- The distribution or acceptance of gifts is not allowed in principle. The only exceptions are customary token or promotional gifts or gifts that are in keeping with customary practice and rules of courtesy in a certain country and are compatible with the relevant statutory provisions.

原则上是不允许分配或接受礼物的。唯一的例外是习惯上的象征性礼物或促销礼品，或符合某一国家习惯惯例和礼貌规则并符合相关法律规定的礼品。

- Providing or accepting products or other objects on loan for an indefinite period can also take on the nature of a prohibited gift or acceptance or granting of a benefit or perquisite and is therefore also prohibited.

无限期地提供或接受产品或其他物品，也可能具有被禁止的礼物或接受或给予利益或额外津贴的性质，因此也被禁止。

### 4. International trade

#### 国际贸易

- Schunk is a global company, and in its worldwide business activities, it is obliged to observe rules and regulations that restrict the free movement of goods.

崇德是一家全球性的公司，在其全球范围的商业活动中，它有义务遵守限制货物自由流动的规则和条例。

- With this in mind, the companies of the Schunk Group observe all export and/or import bans, export controls, economic sanctions, embargoes, and reservations of government approval that apply based on national or international law.

鉴于此，崇德集团的公司遵守所有基于国家或国际法的出口和/或进口禁令、出口管制、经济制裁、禁运和政府批准保留。

- Various national and international laws and embargoes restrict or prohibit the import or export of, or domestic trade in, goods with regard to products, technologies, and software, provision of technical support, and intermediary actions, as well as movements of capital and monetary transactions involving certain countries, persons, and/or organizations. These restrictions and prohibitions may be based on the particular nature of the goods in question, the intended purpose, the country of origin or destination country, or the person of the other party to the transaction.

各种国家和国际法律和禁运限制或禁止与产品、技术和软件有关的货物的进出口或国内贸易，提供技术支持，以及中介行动，以及涉及某些国家、个人和/或组织的资本和货币交易的流动。这些限制和禁止可以基于有关货物的特殊性质、预期目的、原产国或目的地国或交易另一方的人。

- The national and international export control regulations are of particular importance.

国家和国际出口管制条例尤为重要。

- All employees are required to comply with these control provisions whenever goods or services are purchased, brokered, produced, or put into circulation or technologies are transferred or received.

所有员工在购买、经营、生产、流通商品或服务或转让、接收技术时都必须遵守这些管制规定。

- Whether government authorization is required must be reviewed accordingly before any such action is taken. All companies of the Schunk Group must take the necessary organizational precautions and designate responsible persons who ensure that the aforementioned rules are observed.

在采取任何此类行动之前，必须相应地审查是否需要政府授权。崇德集团所有公司必须采取必要的组织预防措施，并指定负责人确保上述规则得到遵守。

## C. Prevention of conflicts of interest

### 防止利益冲突

- All of the corporate bodies and employees of the Schunk Group are required, as part of their affiliation with the company, to prevent any conflicts between their personal interests (direct or indirect, through related persons or companies) and those of the Schunk Group.

作为与公司关系的一部分，崇德集团的所有法人团体和员工都必须防止其个人利益（通过相关人士或公司直接或间接地）与崇德集团的利益发生任何冲突。

- To prevent conflicts of interest, employees must report any intention to

为防止利益冲突，员工必须报告任何打算

- accept a role or position at another enterprise,  
接受另一个企业的角色或职位，
- begin any secondary employment or similar activity, paid or unpaid, or  
从事任何有报酬或无报酬的第二职业或类似活动，
- begin any entrepreneurial activity  
开始任何创业活动

to their relevant supervisor or the responsible Human Resource department and obtain this person's or body's approval.

向其相关主管或负责的人力资源部门，并获得此人或机构的批准。

## **D. Respect for human rights; prohibition of discrimination**

### **尊重人权；禁止歧视**

#### **1. Fair working conditions**

##### **公平的工作环境**

- Schunk pledges to uphold the principles of social responsibility. For this reason, it is in the company's interest for fair working conditions to apply worldwide throughout the Schunk Group.

崇德承诺坚持社会责任的原则。因此，公平的工作条件适用于全崇德集团，这符合公司利益。

- Compliance with all local legislation concerning minimum wages, social benefits, overtime, working hours, and working conditions is mandatory for Schunk.

遵守当地所有有关最低工资、社会福利、加班、工作时间和工作条件的法律是崇德公司的强制性要求。

- The requirement of fair working conditions includes zero tolerance for forced labor or any form of modern slavery or human trafficking and rules out any and all forms of discrimination against employees.

公平工作条件的要求包括对强迫劳动、任何形式的现代奴役和贩卖人口零容忍，并排除对雇员的任何和所有形式的歧视。

- The Schunk Group believes it goes without saying to treat its employees with respect all over the world, in compliance with all locally applicable labor, employment, and human rights standards and laws.

崇德集团相信，我们尊重世界各地的员工，遵守所有适用于当地的劳动、就业和人权的标准和法律。

- The Schunk Group recognizes its employees' freedom of association and assembly and their right to join unions or associations of employees.

崇德集团承认员工有结社和集会的自由，以及加入工会或员工协会的权利。

- Schunk will not hire or use private or public security forces if, in the use of these security forces

崇德不会雇佣或使用私人或公共安全部队，如果使用这些安全部队的

- a) the prohibition of torture and cruel, inhuman or humiliating treatment is disregarded,

禁止酷刑和残忍、不人道或侮辱性对待被无视，

- b) injury to life or limb; or

生命或肢体的伤害；或

- c) the freedom of association and freedom of organization are impaired.

结社自由和组织自由受到损害。

- The Schunk Group also expects its employees to treat each other, and of course also customers and suppliers, with respect. Other colleagues' privacy must be respected. We have zero tolerance for any and all forms of harassment, especially sexual harassment and bullying.

崇德集团还希望员工相互尊重，当然也要尊重客户和供应商。其他同事的隐私必须得到尊重。我们对任何形式的骚扰，特别是性骚扰和欺凌，都是零容忍的。

## 2. Child labor

### 童工

The Schunk Group rejects all forms of child labor, including among its business partners, customers, and suppliers. The minimum age for employment within the Schunk Group is observed at all times, in keeping with the relevant local regulations.

崇德集团拒绝所有形式的童工，包括其商业伙伴、客户和供应商。在崇德集团内，我们始终遵守最低就业年龄，并与当地相关法规保持一致。

### 3. Prohibition of discrimination

#### 禁止歧视

- All employees of the Schunk Group and all business partners have a right to fair, polite, and respectful treatment from managing directors, executives, other employees, and colleagues.  
崇德集团的所有员工和所有商业伙伴都有权得到总经理、高管、其他员工和同事公平、礼貌和尊重的对待。
- The Schunk Group does not tolerate harassment or discrimination targeting anyone based on ethnic origin, skin color, nationality, descent, sex or gender, sexual or gender identity, beliefs or religious affiliation, world view, political views, age, physical constitution, appearance, or any other personal characteristic.

崇德集团不容忍基于种族、肤色、国籍、血统、性别、性别认同、信仰或宗教信仰、世界观、政治观点、年龄、体质、外貌或任何其他个人特征的骚扰或歧视。

## E. Occupational safety and health; environmental protection

### 职业安全和健康；环境保护

#### 1. Occupational safety and health

##### 职业安全和健康

- Safety in the workplace and the safety of our products are elementary principles for us.  
工作场所安全、产品安全是我们的基本原则。
- All employees are expected to observe the relevant safety rules and demonstrate risk awareness and initiative in case of all safety-related activities. This applies to any and all risks or hazards that could arise at the Schunk workplace, on customer or supplier premises, or when our products are used.

所有员工应遵守相关的安全规则，并在所有与安全相关的活动中表现出风险意识和主动性。这适用于任何和所有风险或危害可能出现在崇德工作场所，在客户或供应商的场所，或我们的产品使用时。

- Recognized accidents or potential hazards and near misses must be reported to the responsible manager immediately. All managers are responsible for protecting their employees and must instruct, train, and supervise them accordingly.

确认的事故或潜在的危险和险些发生的事故必须立即报告给主管经理。所有经理都有责任保护他们的员工，并必须指导、培训和监督他们。

- Ensuring a safe, healthy, and ergonomic workplace and providing suitable personal protective equipment for all employees goes without saying for the Schunk Group.

确保安全、健康、符合人体工学的工作环境，并为所有员工提供合适的个人防护装备，这对崇德集团来说这是不言而喻的。



- We are committed to achieving continuous improvement in occupational safety and health, based on both our own experiences and ongoing advances in science and research.

我们致力根据自身的经验和科学研究的不断进步，不断改善职业安全与健康。

## 2. Environmental protection

### 环境保护

- Schunk is committed to protecting our environment as one of the company's core objectives and has stated that producing our products with minimum resource use is an important goal.

崇德致力于将保护环境作为公司的核心目标之一，并表示以最少的资源使用生产我们的产品是一个重要的目标。

- An indispensable part of environmental protection is compliance with legal regulations. This involves taking into account the prohibition of unlawful eviction and the prohibition of unlawful deprivation of land, forests and waters in the acquisition, construction or other use of land, forests and waters, the use of which secures the livelihood of a person.

遵守法律法规是环境保护不可缺少的一部分。这涉及到禁止非法驱逐和禁止在取得、建造或以其他方式使用土地、森林和水的过程中非法剥夺人类赖以生存的土地、森林和水。

- The following guiding principles on environmental protection, ecological sustainability, and maintaining the natural basis for life apply:

环境保护、生态可持续发展和维护生命自然基础的指导原则适用于：

- We protect our environment, use all natural resources sparingly, and minimize the impact of our activities on people and the environment.

我们保护我们的环境，节约使用所有的自然资源，尽量减少我们的活动对人和环境的影响。

- We take the aspect of preserving the natural environment into account during development and design, manufacturing, packaging, and shipping of our products and when improving procedures and introducing new facilities, equipment, and products.

我们在产品的开发和设计、制造、包装和运输过程中，以及在改进程序和引入新的设施、设备和产品时，都要考虑到保护自然环境的方面。

- Should any incident that could result in environmental impact occur, the appropriate bodies within the company must be notified right away and in detail and must, for their own part, cause the reports required by law to be made to the authorities.

如果发生任何可能导致环境影响的事件，必须立即详细地通知公司内的相关机构，并就其本身而言，要求向当局提交法律要求的报告。

- All employees are tasked with preventing risks to people and the environment, minimizing environmental impact, and using resources sparingly.

所有员工的任务是预防对人和环境的风险，最大限度地减少对环境的影响，节约使用资源。

- We are committed to an integrated and forward-looking environmental protection and to the continuous improvement of our environmental and energy management system, environmental and energy-related performance, and energy efficiency.

我们致力于全面和前瞻性的环境保护，并持续改进我们的环境和能源管理体系、环境和能源相关表现以及能源效率。

## F. Data protection, confidential information, plagiarism and intellectual property

### 数据保护、机密信息、抄袭和知识产权

#### 1. Protecting business and trade secrets

##### 保护商业和商业秘密

- Our inventions, products, and know-how are crucial to our company's long-term success.  
我们的发明、产品和专有技术对公司的长期成功至关重要。
- This means promoting the creative and innovative expertise of our employees is of strategic importance, as is protecting our intellectual property against third parties becoming aware of it or gaining access to it without authorization.

这意味着提升我们员工的创造性和创新技能具有重要的战略意义，保护我们的知识产权，防止第三方在未经授权的情况下发现或获取。

- All employees are therefore required to observe reasonable and necessary security standards, both in personal contact and in their electronic communications with third parties. The same applies to confidential information that is made accessible to us by third parties.

所有雇员必须遵守合理和必要的安全标准，无论是在与个人接触时，还是与第三方的电子通讯时。这同样适用于由第三方提供给我们的机密信息。

- All security guidelines issued by the central Schunk IT department must be observed.  
必须遵守中央崇德 IT 部门发布的所有安全指引。
- Without approval employees are not permitted to participate in public discussions (such as presentation events, Internet forums, etc.) or to make company-related information public (on the Internet, for example) in their function as persons associated with Schunk.

未经批准，员工不得参与公开讨论（如演示活动、互联网论坛等）或在其与崇德有关联的人的职能中公开公司相关信息（如在互联网上）。

#### 2. Handling of company property

##### 公司财产的处理

- Employees are obligated to treat company equipment, such as machines, tools, and information and communication systems, with care and to use these items only as intended.

员工对公司设备负有责任，如机器、工具、信息和通信系统，小心使用，并仅按预期使用这些物品。

- Company property must not be used for personal purposes or removed from company premises without the express consent of the appropriate body within the company.

未经公司内部相关机构明确同意，公司财产不得用于个人用途或搬离公司场所。

### 3. Obligation of confidentiality

#### 保密义务

- The knowledge and information gained within the Schunk Group is a significant element of our business success. The Schunk Group invests significant personnel and financial resources in developing innovative products and services. Protecting the innovations developed in this way safeguards the Schunk Group's success as a competitor, which is why this represents an asset that merits particular protection.

在崇德集团内部获得的知识和信息是我们业务成功的重要因素。崇德集团在开发创新产品和服务方面投入了大量的人力和财力。保护以这种方式发展出来的创新可以保障崇德集团作为竞争对手的成功，这就是为什么这是一项值得特别保护的资产。

- All employees and corporate bodies of the Schunk Group are therefore obligated to prevent any knowledge and information constituting business or trade secrets from becoming known outside the Schunk Group, for example through unauthorized dissemination of sensitive information through discussions with third parties, in trade journals, or on the Internet.

因此，崇德集团的所有员工和企业团体都有义务防止任何构成商业或商业秘密的知识和信息在崇德集团之外为人所知，例如通过与第三方讨论、在行业期刊或在互联网上未经授权传播敏感信息。

- Furthermore, all employees who deal with knowledge and information of this type are obligated to obtain information on the extent to which obtaining industrial property rights for this knowledge and information enters into consideration.

此外，所有与这类知识和信息打交道的员工都有义务获得有关考虑获得该知识和信息工业产权的程度的信息。

- Business and trade secrets of business partners of the Schunk Group must also be protected against becoming known without authorization.

崇德集团商业合作伙伴的商业和商业秘密也必须受到保护，防止在未经授权的情况下被披露。

#### 4. Plagiarism

##### 抄袭

- The Schunk Group does not approve the use, further processing or marketing of counterfeit products. In the unlikely event that such counterfeits should occur in the company despite quality assurance measures, they will be isolated immediately. Furthermore, any plagiarism detected by Schunk will not be put into circulation, but will be reported to the responsible law enforcement authorities.

崇德集团不允许使用、进一步加工或销售假冒产品。尽管公司采取了质量保证措施，但万一出现此类假冒产品，它们将被立即分离禁用。此外，任何被崇德发现的抄袭都不会被投入使用，而是会向有关执法部门举报。

#### 5. Personal data protection

##### 个人数据保护

- Respect for the individuality and privacy of the employees of the Schunk Group includes protecting their personal data.

尊重崇德集团员工的个性和隐私包括保护他们的个人数据。

- The Schunk Group takes care to ensure compliance with the applicable laws and regulations on data protection and privacy and requires its employees, customers, and suppliers to do the same.

崇德集团认真确保遵守有关数据保护和隐私的适用法律法规，并要求其员工、客户和供应商遵守相关法律法规。

#### G. Compliance with the Code of Conduct and monitoring

##### 遵守行为准则和监督

- All companies and organizational units of the Schunk Group are individually responsible for compliance with the rules set down in this Code of Conduct and with further rules and regulations stipulated internally within their own areas of responsibility.

崇德集团的所有公司和组织单位均有责任遵守本行为准则所规定的规则，并在其职责范围内进一步遵守内部规定的规则和条例。

- This Code of Conduct is accessible to all employees and other stakeholders of the Schunk Group at all times on the intranet and on the Schunk Group website.

本行为准则对崇德集团的所有员工和其他利益相关方在任何时候都可以通过公司内部网和崇德集团网站查阅。

- Every manager is required to advise his or her employees of the existence of this Code of Conduct and to explain its content to them. Every Schunk employee is called upon to review

his or her own conduct based on the standards and actions outlined in this document and to take corrective action whenever it is necessary.

每位经理都应告知其员工本行为准则的存在，并向员工解释其内容。每一位崇德员工都被要求根据本文件所概述的标准和行动检讨自己的行为，并在必要时采取纠正措施。

- Managers have a special obligation to act as role models, actively demonstrate integrity in their day-to-day business, and inform employees within their own areas of responsibility of the content of this Code of Conduct.

管理者有特殊的义务扮演模范角色，在日常业务中积极展现诚信，并在自己负责的领域内告知员工本行为准则的内容。

- Violations of this Code of Conduct will not be tolerated and may bring consequences under civil or criminal law and disciplinary consequences with regard to employees' employment.

违反本行为准则的行为是不可容忍的，并可能导致民事或刑事法律后果，以及与员工雇佣有关的纪律处分后果。

- If any employee receives an offer or request for a personal benefit or perquisite, he or she must report the matter to the appropriate specialized department or the executive management.

如果任何员工收到一份关于个人利益或额外津贴的提议或要求，他或她必须向相关的专门部门或行政管理部门报告。

- All employees are, in general, called upon to consult their manager, the appropriate specialized department, or the executive management for advice and assistance if they have any legal doubts concerning their own behavior or there are any indications of dubious matters in their work environment.

一般来说，如果员工对自己的行为有任何法律上的疑问，或者在工作环境中有任何可疑的迹象，他们都会被要求向他们的经理、相关的专业部门或行政管理部门寻求建议和帮助。

## H. Whistleblower system and point of contact for misconduct

### 举报系统和不当行为联络点

#### 1. Internal reporting channels

##### 内部报告的渠道

- Anyone who is aware of a violation of this Code of Conduct can contact the relevant manager, Head of Personnel, Global Human Resources, or the Head of the Internal Audit department of the Schunk Group. Reports will be treated as strictly confidential.

任何人若发现违反本行为准则的行为，可以联系相关经理、全球人力资源主管或崇德集团内部审计部门负责人。报告将严格保密。

## 2. External reporting channel: The Schunk Group ombudsman

### 外部报告渠道：崇德集团监察专员

- The Schunk Group has established an external whistleblower system by appointing an external lawyer as an ombudsman (lawyer of confidence).

崇德集团通过聘请外部律师担任监察专员（信任律师），建立了外部举报人制度。

- Any employee or other internal or external stakeholder is free to contact the ombudsman as a point of contact, free of charge, at any time to make a confidential report of suspected criminal activity or similarly severe irregularities relating to the Schunk Group.

任何员工或其他内部或外部利益相关方均可随时免费联系监察专员，作为联络人，对涉嫌犯罪活动或与崇德集团相关的类似严重违规行为进行秘密报告。

- Due to attorney-client privilege, it is ensured that the identity of whistleblowers will be reliably protected and not disclosed to the Schunk Group.

由于律师-当事人保密协议，确保举报人的身份将得到可靠的保护，不会向崇德集团披露。

- Contact details for the Schunk ombudsman:

崇德监察专员的联系方式：

Address: Dr. Rainer Buchert, Buchert Jacob Partner Partnerschaftsgesellschaft mbB  
Kaiserstraße 22, 60311 Frankfurt am Main/ Germany  
Phone: +49 69 710 333 30  
E-mail: kanzlei@dr-buchert.de

Reports can also be submitted using a contact form on the website of Buchert Jacob Partner:

报告也可以通过 Buchert Jacob Partner 网站上的联系表格提交：

<https://www.ombudsperson-frankfurt.de/en>

This Schunk Group Code of Conduct is written in both Chinese and English. The English version will be valid if there is any discrepancy in translation between Chinese and English.

本《崇德集团行为准则》以中、英文两种语言书写，若出现中、英文翻译上的差异，以英文为准。

Schunk Group Code of Conduct will be updated according to the actual situation, the latest version is available at the website <https://sgxs.sharepoint.com/sites/peopleatschunk/SitePages/Home.aspx> .

《崇德集团行为准则》将根据实际情况更新条款，可通过 <https://sgxs.sharepoint.com/sites/peopleatschunk/SitePages/Home.aspx> 查找获取最新版本。