



Gentex (Shanghai) Electronics Technology Company, Ltd.

镜泰（上海）电子技术有限公司

Contractor/Capital Equipment Supplier Manual

承包商/资本设备供应商手册

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Contractor/Capital Equipment Supplier Acknowledgement of Receipt Form

承包商/资本设备供应商接收确认表

I / we have received the Gentex(Shanghai) Electronics Technology Co., Ltd Contractor/Capital Equipment Supplier Manual and certify that we have read and understand all requirements and duties and agree that they along with the signed business contract are binding on our relationship with (Shanghai) Electronics Technology Co., Ltd.

我/我们已收到《镜泰（上海）电子技术有限公司承包商/资本设备供应商手册》，并证明已阅读和理解所有要求及责任，并同意手册及双方签署的业务合同对我们与镜泰（上海）电子技术有限公司间的关系具有约束力。

Contractor/Capital Equipment Supplier Name: _____
承包商/资本设备供应商名称:

Business Address: _____
营业地址: _____

Principal in Charge: _____
负责人: _____

Signature and stamp 签名及盖章	Date 日期
------------------------------	------------

Print Name
正楷姓名

Safety Administrator: _____
安全生产管理员: _____

Print Name 正楷姓名	Email Address 邮 箱
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Telephone
工作电话

Please complete and return a copy of this form to supplier_cert@gentex.com.
请填写本表格并将副本发送至 supplier_cert@gentex.com。

Preface

前言

Gentex (Shanghai) Electronics Technology Co., Ltd (“Gentex”) has developed this manual to give guidance and direction to all our suppliers and their affiliated companies of capital equipment and contractors (“Contractor/Equipment Supplier”). This manual is utilized by Gentex personnel to promote equality in the way we work with Contractors and Equipment Suppliers. We believe it is imperative that all Contractors and Equipment Suppliers are treated equitably and that each Contractor/Equipment Supplier understands what is expected of them prior to supplying equipment or contracting work with Gentex. This Manual includes standard policies, procedures, and requirements of Gentex Corporation, which shall apply to Suppliers of Gentex (Shanghai) Electronics Technology Co., Ltd, a wholly owned subsidiary of Gentex Corporation. If there is a conflict or inconsistency between the requirements detailed in this manual and any applicable laws, rules, and regulations, then the laws of the People’s Republic of China shall control for those specific provisions.

镜泰（上海）电子技术有限公司（“镜泰”）编写本手册旨在为所有资本设备供应商及其关联公司以及承包商（“承包商/设备供应商”）提供指引和说明。通过使用本手册，镜泰员工可促进我们与承包商/设备供应商之间的平等合作。我们认为，所有承包商/设备供应商均应受到平等对待，且各承包商/设备供应商在供应设备或与镜泰开展合作之前应先了解自身的义务。本手册载有 Gentex Corporation 的标准政策、程序及要求，适用于镜泰（上海）电子技术有限公司（Gentex Corporation 的全资子公司）的供应商。若本手册所列要求与任何适用法律、规则及规定存在冲突或不一致，则以中华人民共和国法律为准。

Gentex Corporate Philosophy

镜泰公司理念

Gentex’s stated mission is to be a smarter organization; a world-class manufacturer with superior products and service driven by a supportive work culture that encourages people to innovate, excel, and continually improve every aspect of the business.

镜泰的使命在于成为一个更智能的组织，一家世界级的优质产品和服务供应商，并开鼓励员工不断创新、精益求精及持续改善业务各个层面的支持性企业文化。

Our goal is to maximize customer satisfaction. Gentex believes this can best be achieved through an unwavering commitment to quality that is fueled by sustained continuous improvement. Gentex’s long-term prosperity is ensured only when product value, service, and customer responsiveness are continually enhanced. Consequently, no part of the organization is immune from participating in the never-ending process of continuous improvement.

我们的目标是最大程度地提升客户满意度。镜泰认为，实现这一目标的最佳途径是通过持续不断的改善，践行对高质量坚定不移的承诺。只有不断提升产品价值、服务及客户响应能力，才能确保镜泰的长期繁荣发展。因此，公司内部的任何成员都应参与这一永不止步的持续改善过程。

Innovation is a Gentex hallmark. Incremental improvements ensure that each development continues to enhance customer value over the life of the product.

创新是镜泰的特质。持续改进可确保每项开发工作都能够在产品使用期限内持续提升客户价值。

Gentex understands Contractors and Equipment Suppliers play an integral part in maximizing our customers’ satisfaction. Gentex believes that through open lines of communication with the entire supply chain, we can maximize the quality of the product, while maintaining excellent delivery, cost, and unparalleled service to our final customer.

镜泰明白，在我们尽力提升客户满意度的过程中，承包商/设备供应商发挥着重要作用。镜泰认为，通过与整个供应链搭建开放式沟通渠道，我们能够最大程度地改善产品质量，同时确保向最终客户提供卓越的交付、成本效益和优异的服务。

Contractor/Equipment Supplier Sustainability Expectations

承包商/设备供应商可持续发展期望

At Gentex, social responsibility has been the focus of our business from the start. From aerospace products to fire protection warning devices to automotive products and features that protect drivers and their passengers as well as pedestrians from road hazards, Gentex has always been in the business of safety.

自公司成立起，镜泰一直将社会责任视为我们业务的重心。从航空产品到消防警报装置再到保护驾乘人员和行人免于道路危险的汽车产品和功能，镜泰一直致力于提供安全产品和服务。

In alignment with our Board of Directors, Gentex incorporates environmental, social, and corporate governance issues into our decision-making processes and our business policies, operating in accordance with all applicable laws and seeking adherence with international human rights conventions in defiance of child labor, forced labor, and human trafficking. To evaluate suppliers fairly, the Company will begin requiring completion of sustainability assessments.

与董事会保持一致，镜泰将环境、社会及公司治理事项纳入我们的决策流程和业务政策中，根据所有适用法律开展运营，并努力遵守打击童工、强制劳动和人口贩卖的国际人权公约。为了公平地评估供应商，公司开始要求完成可持续发展评估。

Suppliers are encouraged to review our corporate sustainability report <http://www.gentex.com/corporate/sustainability>, which we update

as our programs continually improve, in order to align the policies and practices that guide our environmental, social, and corporate governance requirements and industrial best practices. Suppliers are encouraged to use recycled and/or sustainable materials whenever possible. Commitments to carbon neutrality that align with Gentex will become required by all suppliers as we must work together to achieve this goal.

我们鼓励供应商查看我们的企业可持续发展报告 (<http://www.gentex.com/corporate/sustainability>), 我们会随着程序的持续改进对该报告进行更新, 从而调整指引我们环境、社会和公司治理要求及行业最佳实践的政策和实践。在可行的情况下, 供应商应尽量使用可回收和/或可持续材料。与公司目标相一致的碳中和承诺将适用于所有供应商, 我们也将共同努力实现这一目标。

Furthermore, we expect our suppliers to join us in striving to adhere to the United Nations' Global Compact Principles, including the defense of human rights, the implementation of protective labor policies, environmental responsibility, and anti-corruption practices. For more information, please review www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html.

此外, 我们希望供应商与我们一道致力遵守联合国全球契约原则 (Global Compact Principles), 包括捍卫人权、施行保护劳工政策、环境责任及反腐败实践。详情请浏览 www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html。

Additional supplier expectations related to matters of corporate sustainability are located throughout this document. Please review them carefully.

本文件其他部分亦会阐明有关企业可持续发展问题的其他供应商期望。请仔细查看相关内容。

Gentex Environmental Commitment

镜泰环境承诺

Gentex Corporation places a high priority on conducting its business in a sustainable manner that places the least practical burden on the environment, while protecting the health and safety of our team members and partners.

镜泰公司高度重视以可持续发展方式开展业务, 努力将给环境造成的实际负担降至最小, 同时保护团队成员和合作伙伴的健康和安全。

Gentex has been working toward this vision since 1999, when we began the establishment of an environmental management system based on the ISO 14001 international environmental management standard. ISO 14001 outlines a structured management system to achieve and demonstrate sound environmental performance by controlling the impact that our activities, products, or services have on the environment.

我们于 1999 年开始建立基于 ISO 14001 国际环境管理标准的环境管理体系, 自此, 镜泰便一直致力于实现这一愿景。ISO 14001 概述了结构化管理体系, 通过控制我们的活动、产品或服务对环境的影响, 达到及展现卓越的环保成效。

As our partner, it is important to us that you understand your role in helping us achieve this vision. Toward that end, Gentex has prepared an Environmental Policy that establishes the foundation for our environmental management system that communicates your responsibilities as a Gentex partner.

作为我们的合作伙伴, 您理解自身在帮助我们实现这一愿景过程中的作用, 对我们而言至关重要。为此, 镜泰已制定作为我们环境管理体系基础的环保政策, 其中阐明您作为镜泰合作伙伴应承担的责任。

Contractor/Equipment Supplier Diversity

承包商/设备供应商多元化

Gentex is an equal opportunity employer. Gentex is committed to diversity in all aspects of its business, including Gentex's diversity, equality, and inclusion initiatives. Our commitment is to maximize their participation through the development of mutually beneficial business relationships, which will ensure that quality materials and services are provided to the corporation in a timely and cost-effective manner.

镜泰是平等机会雇主。镜泰致力于在其业务的方方面面实现多元化, 包括镜泰的平等、多元化和包容性举措。我们的承诺是通过发展互利互惠的业务关系, 使供应商最大程度地参与进来, 从而确保以及时和具成本效益的方式向有关企业提供优质材料和服务。

Gentex, at its discretion, will develop mentoring relationships with key diverse suppliers to help develop business systems and encourage them with new technologies and future growth. We understand that the commitment to these businesses not only benefits the supplier, but it also benefits the greater business community.

镜泰将酌情与多家主要供应商发展指导关系, 以帮助开发业务系统及鼓励该等供应商采用新技术及实现未来增长。我们理解, 该等业务承诺不仅有益于供应商, 还有利于更大的商业群体。

Gentex Visitor Policy

镜泰访客政策

Due to the proprietary nature of the business, Gentex has established policies and procedures which all visitors agree to follow as a condition of access to Gentex premises. Visitors must comply with all check-in and check-out procedures established for the facility they are visiting. All visitors must register and display a valid visitor identification badge when entering all internal areas, and any other

area designated as badge-only. Visitors agree to maintain strict confidentiality of all Gentex proprietary information, remain with their designated Gentex sponsor at all times, and are prohibited from using cameras or other photographic/video devices while on the premises.

由于镜泰业务的专有性质，所有访客须同意遵守镜泰制定的政策和程序，方能进入镜泰的经营场所。访客必须遵守其所参观设施的所有出入登记流程。在进入所有内部区域及任何其他指定为“仅对持卡者开放”的区域时，所有访客均须登记并出示有效的访客身份识别卡。访客同意对镜泰的所有专有信息严格保密，始终与指定的镜泰负责人待在一起，且不得在经营场所内使用相机或任何其他摄像/视频设备。

Gentex Ethics Statement

镜泰道德声明

- Gentex employees will avoid the intent and appearance of unethical or compromising practices in relationships, actions, and communications.
镜泰员工将避免在关系、行为和沟通中意图采取及出现不合道德或妥协的做法。
- Gentex employees will refrain from any private business or professional activity that would create a conflict between personal interests and the interests of Gentex.
镜泰员工将不会做出任何私人事务或专业活动而导致个人利益和镜泰公司利益之间产生冲突。
- Gentex employees will refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence, Gentex Purchasing decisions. All such actions are strictly prohibited. Gentex employees will promote positive Contractor/Equipment Supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
镜泰员工将不会向现有或潜在供应商索取或接受钱款、借款、贷款或不合理折扣，亦不会接受礼品、娱乐招待、帮忙或服务，以致影响或看似影响镜泰采购部门的决策。严格禁止所有此类行为。镜泰员工将在采购周期的所有阶段保持礼貌和公平，从而促进积极的承包商/设备供应商关系。
- Gentex employees, directors, and officers will abide by the Gentex Corporation Code of Business Conduct and Ethics adopted by the Board of Directors on February 26, 2004, and located on the Gentex website at www.gentex.com/Code-of-Ethics.pdf.
镜泰员工、董事和高管将遵守董事会于 2004 年 2 月 26 日采纳的《镜泰公司商业行为与道德准则》，该准则载列于镜泰网站：www.gentex.com/Code-of-Ethics.pdf。
- Contractors and Equipment Suppliers shall comply with the above requirements or their adopted requirements which are substantially similar to those herein.
承包商/设备供应商须遵守上述要求或其采纳的与本手册所载内容大体类似的要求。

Contractor/Equipment Supplier Relations

承包商/设备供应商关系

Gentex Corporation supports Best-in-Class Contractor/Equipment Supplier relations in meeting our needs and the needs of our customers. The focus of Best-in-Class is to work with leaders in the industry that are the most competitive in cost, quality, service, and technology. Best-in-Class is characterized by objective cost targets, long-term commitments, and continual open communication between Gentex and the Contractor or Equipment Supplier.

镜泰公司支持与业内最佳的承包商/设备供应商建立关系，以满足我们及客户的需求。“业内最佳”的重点在于，与在成本、质量、服务和技术方面最具竞争力的行业领先者合作。“业内最佳”通过客观成本目标、长期承诺及镜泰与承包商/设备供应商之间的持续开放式沟通来衡量。

Contractors and Equipment Suppliers who actively work to facilitate these goals will be rewarded with new or re-sourced business opportunities from Gentex. This commitment is an evolution and will likely take several years to fully develop.

对于积极推动实现这些目标的承包商/设备供应商，镜泰将提供新的或重新外包的商业机会作为奖励。这一承诺是一个持续过程，可能需要几年才能完全实现。

Contractor/Equipment Supplier Responsibilities

承包商/设备供应商责任

- Contractor/Equipment Supplier shall ensure that they hold the required certificates, licenses and any other documents required to perform work for Gentex.
承包商/设备供应商应确保其持有为镜泰开展工作所需的必要证书、许可和任何其他文件。
- Contractor/Equipment Supplier shall perform all services in a workmanlike manner.
承包商/设备供应商应以熟练的方式履行所有服务。
- Contractor/Equipment Supplier will work with Gentex to support Gentex sustainability initiatives and to apply sustainability initiatives in the Contractor's and Equipment Supplier's operations as defined in the Gentex Sustainability Update report.
承包商/设备供应商将与镜泰合作，支持镜泰的可持续发展计划，并将该等计划运用于承包商/设备供应商的业务运营中（如镜泰可持续发展更新报告中所定义）。

- Contractor/Equipment Supplier will maintain Gentex Confidentiality and sign a non-disclosure agreement.
承包商/设备供应商将为镜泰保密，并签署保密协议。
- Contractor/Equipment Supplier agree that they, their subcontractors (if applicable) and respective employees will keep Gentex information confidential and not share such information with any third party.
承包商/设备供应商同意，其自身、其分包商（如适用）及各自的员工将对镜泰信息保密，不会将此信息分享给任何第三方。
- Contractor and Equipment Supplier will keep Gentex informed of all activities that may affect the total quality, delivery, and cost of services and/or equipment.
承包商/设备供应商将告知镜泰可能影响服务和/设备总体质量、交付、成本的所有活动。
- Contractor/Equipment Supplier will inform Gentex of changes in economic or other conditions that might affect purchasing decisions.
承包商/设备供应商将告知镜泰可能影响采购决定的经济或其他状况的变化。
- Contractor/Equipment Supplier will notify Gentex of any issues that relate to the ability to provide services and/or equipment within the pre-determined delivery window. Examples to include, raw material availability, etc.
承包商/设备供应商将通知镜泰与在预定交付时间内提供服务 and/或设备之能力相关的任何问题。例如，原材料供应情况等问題。
- Contractor/Equipment Supplier will negotiate purchase contracts as requested by Gentex.
承包商/设备供应商将因镜泰的要求而协商采购合同。
- Contractor/Equipment Supplier agree that the signed business contract apply to the purchase of all products and services delivered by the Contractor and Equipment Supplier.
承包商/设备供应商同意，双方签署的业务合同适用于对承包商/设备供应商所交付所有产品和服务的采购。
- Contractor/Equipment Supplier will conduct negotiations ethically, without attempts to influence through offering valuable personal gifts or entertainment.
承包商/设备供应商将以合乎道德的方式开展协商，而不应试图通过提供有价值的个人礼品或招待而达到目的。
- Contractor/Equipment Supplier will present all technical, engineering, systems, policies, services, and other support to improve Gentex present or future use of the Contractor and/or Equipment Supplier's products or services.
承包商/设备供应商将提供所有技术、工程、系统、政策、服务和其他支持，以改善镜泰对承包商/设备供应商产品或服务的当前或未来使用。
- Contractor/Equipment Supplier will provide material certifications that demonstrate compliance with all performance specifications if applicable.
承包商/设备供应商将提供证明符合所有性能规格的材料认证。
- Contractor/Equipment Supplier will package to protect the product during shipment and maintain the integrity of the product during storage if applicable.
承包商/设备供应商将对产品进行包装，以确保产品在装运和存储（如适用）过程中保持完好无损。
- Contractor/Equipment Supplier will label the product per Gentex labeling instructions if applicable.
承包商/设备供应商根据镜泰的贴标说明（如适用）对产品贴标。
- Contractor/Equipment Supplier will provide product and/or services in accordance with customer specific requirements as communicated through prints, specifications, or any other written correspondence provided by Gentex purchasing, engineering, or quality team members.
承包商/设备供应商将按照镜泰采购、工程或质量团队成员提供的纸质文件、规范或任何其他书面文件中所载的客户具体要求来提供产品和/或服务。
- Contractor/Equipment Supplier will participate in cost savings initiatives, and tracking and reporting of savings as requested by Gentex.
承包商/设备供应商将参与成本节约行动，并应镜泰的要求跟踪和报告节约情况。
- Contractor/Equipment Supplier are expected to maintain 100% on-time delivery and also maintain a PPM of zero if applicable.
承包商/设备供应商应百分百按时交付，并保持百万分之一缺陷率 (PPM) 为零（如适用）。
- Contractor/Equipment Supplier will declare any hazardous materials that are provided to Gentex. A list of these materials can be found at www.gadsl.org.
承包商/设备供应商将就其向镜泰提供的任何危险材料做出申报。该等材料清单可于 www.gadsl.org 查询。
- Gentex instructions for shipping product listed on the purchase order will be followed without deviation.
应完全遵守镜泰列于采购订单上的产品装运说明。
- Contractor/Equipment Supplier will comply where applicable with all international customs regulations. Customs requires 100% accurate shipments. In the case of over or under shipments versus the shipping documentation, Gentex will notify Customs and make the appropriate adjustments with Customs and the Contractor/Equipment Supplier.
在适用情况下，承包商/设备供应商将遵守所有国际海关规定。海关部门要求 100% 的准确装运。若装运量超过或低于海运单证所列数据，镜泰将通知海关并向海关及承包商/设备供应商做出适当调整。

Non-Conformances

不合格

Gentex may create a non-conformance (NC) notification when supplier provided material or components are suspect and need to be quarantined. The NC notification will be sent with a red, yellow, or green response level – see below. Gentex will determine if the product is defective. Material and components are defective when:

若供应商提供的材料或部件可疑并需要进行隔离，镜泰可创建不合格 (NC) 通知。不合格通知将以红色、黄色或绿色响应级别发出（见下文）。镜泰将确定产品是否有缺陷。在下列情况下，材料和部件存在缺陷：

- Material is out of specification
材料不符合规格
- Material is packaged improperly
材料包装不当
- Material is labeled improperly
材料标签不当
- Material has exceeded the predetermined shelf life
材料已过预定保质期
- Material does not meet form, fit, function, or appearance intent
材料不符合形状、契合度、功能或外观意图
- Material is damaged upon receipt at Gentex
材料在镜泰收到后损坏
- Material arrives with improper documentation from international suppliers – This includes a .pdf of the following: Packing list, Bill of Lading, Invoice.
材料连同国际供应商提供的文件一并送达，包括下列文件的 PDF 格式：包装单、提货单、发票。
- Material does not meet design intent
材料不符合设计意图

When defective material is found, Gentex reserves the right to apply financial ramifications.

若发现有缺陷的材料，镜泰保留追究经济损失的权利。

Liability Insurance

责任保险

All Contractors/Equipment Suppliers providing contractual or equipment installation work at any Gentex facility must provide proof of liability insurance for themselves and all subcontractors working at any Gentex facility. This must be submitted to the Gentex Corporate Facilities Manager prior to the start of the project. This must also be re-submitted on an annual basis to the Gentex Corporate Facilities Manager to continue compliance to perform contractual work at Gentex. Each Contractor/Equipment Supplier agrees to assume all liability for the acts and omissions of its subcontractors.

在任何镜泰设施内提供合约工作或设备安装工作的所有承包商/设备供应商，必须提供其自身以及在任何镜泰设施内工作的所有分包商的责任保险投保证明。在开始项目工作前，证明必须提交给镜泰公司设施经理。证明还必须每年重新提交给镜泰公司设施经理，以确保持续符合在镜泰实施合约工作的条件。各承包商/设备供应商同意，对其分包商的行为和不作为承担全部责任。

Safety Upgrades

安全升级

From time-to-time Gentex may be required to make safety upgrades to purchased equipment to stay in compliance with applicable laws and regulations. Gentex will reach out to the Contractor/Equipment Supplier for assistance in completing any safety upgrades. In doing so, any safety upgrades made shall not negate or otherwise void any warranties to purchased equipment. If Contractor/Equipment Supplier requests to make the changes itself, then Gentex will work in good faith with Contractor/Equipment Supplier to facilitate the upgrade, provided the Contractor/Equipment Supplier does so within a reasonable period of time (as determined by Gentex) and at no additional cost, unless otherwise agreed upon.

可能不时要求镜泰对所购设备进行安全升级，以确保持续遵守适用法律法规。镜泰将联系承包商/设备供应商，以便为镜泰完成任何安全升级提供协助。在此过程中，所做的任何安全升级不得使所购设备的任何保修失效或无效。如承包商/设备供应商要求自行进行更改，则镜泰将善意与承包商/设备供应商合作以协助完成升级，前提是承包商/设备供应商在合理时间段内（由镜泰确定）免费进行或者双方另有约定。

Gentex Occupational Health and Safety (OH&S) Policy

镜泰职业健康安全 (OH&S) 政策

Gentex is dedicated to providing safe and healthy working conditions for all team members, visitors, and customers by preventing work-related injuries and ill health by eliminating hazards and reducing OH&S risks. Gentex is also committed to fulfilling legal requirements and other requirements, to strive for continual improvement, and to encourage team member consultation and participation in the OH&S Management System.

镜泰致力于为所有团队成员、访客和客户提供安全、健康的工作环境，通过消除危害和降低职业健康安全风险来预防工伤与疾病。镜泰还致力于遵守法律要求和其他要求，努力持续改进，并鼓励团队成员咨询和参与职业健康安全管理体系统。

With respect to eliminating hazards and reducing OH&S risks, priority is given to those opportunities that offer the greatest anticipated practical benefit while striving for continual improvement. Accordingly, objectives and targets are established and periodically reviewed to minimize OH&S risk and to eliminate hazards associated with Company processes, products or services.

在消除危害和降低职业健康安全风险方面，公司会优先考虑那些在努力持续改进的同时提供最大预期实际效益的机会。因此，我们制定了目标和指标并定期审查，以最大限度地降低职业健康安全风险并消除与公司流程、产品或服务相关的危害。

Protection of occupational health and safety is a Company-wide responsibility. Management of each activity is expected to support our OH&S Management System and commit the necessary resources. Team members at all levels are expected to carry out their responsibilities as established by our OH&S Management System, and to cooperate in Company efforts.

维护职业健康安全是全公司的责任。各项活动的管理人员均应支持我们的职业健康安全管理体系统并提供必要的资源。各级团队成员应履行公司职业健康安全管理体系统规定的职责，并与公司共同努力。

Environmental/Safety Standards

环境/安全标准

1.0 Environmental Requirements:

环境要求:

- 1.1 Contractor/Equipment Supplier acknowledges reading the Gentex Environmental Policy found on the Gentex web site at <http://www.gentex.com/corporate/sustainability> and agrees to communicate the policy to its employees and any subcontractors or agents who perform services at Gentex facilities.
承包商/设备供应商确认已阅读载于镜泰网站上的《镜泰环境政策》(<http://www.gentex.com/corporate/sustainability>)，并同意将政策传达给其员工和任何在镜泰设施内履行服务的分包商或者代理商。
- 1.2 Contractor/Equipment Supplier agrees to ensure their employees and any subcontractors or agents perform services at Gentex facilities in accordance with the Gentex Environmental Policy.
承包商/设备供应商同意确保其员工和任何分包商或者代理商根据《镜泰环境政策》在镜泰设施内履行服务。
- 1.3 Contractor/Equipment Supplier understands the importance of environmental compliance and agrees to ensure their employees and any subcontractors or agents performing services at Gentex facilities are aware of relevant environmental legislation and regulations, have received the requisite training and carry out work activities in accordance with such legislation, regulations and training.
承包商/设备供应商了解环境合规的重要性，并同意确保其员工和任何在镜泰设施内履行服务的分包商或者代理商了解相关环境法律法规、已接受必要培训、将按照此类法律法规和培训的要求开展工作。
- 1.4 Contractor/Equipment Supplier agrees to maintain records of employee training as required by relevant environmental legislation and regulations and provide such records to Gentex upon request.
承包商/设备供应商同意按照相关环境法律法规要求而保留员工培训记录，并应镜泰要求而提供此类记录。
- 1.5 Contractor/Equipment Supplier agrees to obtain, prior to commencing work at Gentex facilities, all necessary relevant environmental approvals or permits and present copies of such approvals or permits to Gentex upon request.
承包商/设备供应商同意，在镜泰设施内开展工作前将获取所有必要的相关环境批准或许可，并应镜泰要求而提供此类批准或许可的副本。
- 1.6 Contractor/Equipment Supplier agrees to immediately notify Gentex of any abnormal conditions found during excavation activities at Gentex facilities.
承包商/设备供应商同意，将在镜泰设施挖掘活动中发现的任何异常情况立即通知给镜泰。
- 1.7 Contractor/Equipment Supplier agrees to accept financial responsibility for environmental remediation activities and/or

penalties which result from the actions of their employees and subcontractors or agents while performing activities at Gentex facilities.

承包商/设备供应商同意，对于其员工和分包商或者代理商在镜泰设施内开展活动时的行为所导致的环境补救活动和/或罚款，其将承担经济责任。

- 1.8 Contractor/Equipment Supplier acknowledges they are responsible for the management and disposal of waste materials generated at Gentex facilities from the activities of their employees and any subcontractors or agents, unless prior arrangements have been approved by Gentex.
承包商/设备供应商确认，其负责管理和处置其员工和任何分包商或者代理商在镜泰设施内的活动所产生的废弃物材料，除非镜泰已事先批准其他安排。
- 1.9 Contractor/Equipment Supplier agrees to ensure all waste materials generated at Gentex facilities from the activities of their employees and any subcontractors or agents are managed and disposed of in accordance with Gentex policies/procedures and relevant environmental legislation and regulations.
承包商/设备供应商同意，确保根据镜泰政策/程序和相关环境法律法规对其员工和任何分包商或者代理商的活动所产生的所有废弃物材料进行管理和处置。
- 1.10 Contractor/Equipment Supplier agrees to ensure their employees and any subcontractors or agents when performing services at Gentex facilities do not discharge anything to drains and/or sewers without prior approval from Gentex. Spills and other releases to the environment must be reported immediately.
承包商/设备供应商同意，未经镜泰事先批准，其员工和任何分包商或者代理商在镜泰设施内履行服务时不会向排水沟和/或下水道排放任何物质。必须立即报告对环境的泄漏和其他排放。
- 1.11 Contractor/Equipment Supplier agrees to inform their employees and any subcontractors or agents when performing services at Gentex facilities of the actions to be taken in an actual emergency:
承包商/设备供应商同意，将出现实际紧急情况时需要采取的措施告知在镜泰设施内履行服务的其员工和任何分包商或者代理商：
(a) Immediately notify Gentex personnel.
立即通知镜泰人员。
(b) Follow the instruction of Gentex personnel and emergency announcements.
遵循镜泰人员说明和紧急通知。
- 1.12 Contractor/Equipment Supplier understands the activities of their employees and any subcontractors or agents when performing services at Gentex facilities may be interrupted when such activities violate Gentex policies/procedures and/or relevant environmental legislation and regulations.
承包商/设备供应商理解，其员工和任何分包商或者代理商在镜泰设施内履行服务时所进行的活动如违反镜泰政策/程序和/或相关环境法律法规，则可能被中断。
- 2.0 Health and Safety Requirements:**
健康和安全要求:
- 2.1 Contractor/Equipment Supplier agrees that the activities and work areas of their employees and any subcontractors or agents shall not interfere with or affect Gentex finished goods, works in progress, or production equipment unless Gentex provides prior written approval.
承包商/设备供应商同意，其员工和任何分包商或者代理商的活动和工作区域不得干扰或影响镜泰的成品、进行中工作、生产设备，除非镜泰已提供事先书面批准。
- 2.2 Contractor/Equipment Supplier agrees that the activities and work areas of their employees and any subcontractors or agents shall not create a work area which jeopardizes the safety of Gentex or Contractor/Equipment Supplier, subcontractors or agents.
承包商/设备供应商同意，其员工和任何分包商或者代理商的活动和工作区域不得打造出会危害镜泰或承包商/设备供应商、分包商、代理商之安全的工作区域。
- 2.3 Contractor/Equipment Supplier understands the importance of health and safety compliance and agrees to ensure their employees and any subcontractors or agents performing services at Gentex facilities are aware of relevant health and safety legislation and regulations, have received the requisite training and carry out work activities in accordance with such legislation, regulations and training.
承包商/设备供应商了解健康和安全合规的重要性，并同意确保其员工和任何分包商或者在镜泰设施内履行服务的代理商了解相关健康和安全法律法规、已接受必要培训、将按照此类法律法规和培训的要求开展工作。

- 2.4 Contractor/Equipment Supplier agrees to maintain records of employee training as required by relevant health and safety legislation and regulations and provide such records to Gentex upon request.
承包商/设备供应商同意按照相关健康和安法律法规要求而保留员工培训记录，并应镜泰要求而提供此类记录。
- 2.5 Contractor/Equipment Supplier agrees to immediately notify Gentex of any hazardous conditions found at Gentex facilities associated with the activities of their employees and any subcontractors or agents.
承包商/设备供应商同意，将在镜泰设施内发现的、与其员工和任何分包商或者代理商相关的任何危险情况立即通知给镜泰。
- 2.6 Contractor/Equipment Supplier agrees to accept financial responsibility for health and safety penalties which result from the actions of their employees and any subcontractors or agents while performing activities at Gentex facilities.
承包商/设备供应商同意，对于其员工和任何分包商或者代理商在镜泰设施内开展活动时的行为所导致的环境和安全罚款，其将承担经济责任。
- 2.7 Contractor/Equipment Supplier acknowledges Gentex's legal right to obtain a Safety Data Sheet (SDS – formerly known as MSDS or Material Safety Data Sheet) for each hazardous material to which Gentex employees may be exposed due to the activities of their employees and any subcontractors or agents and agrees to provide such SDS to Gentex upon request.
承包商/设备供应商确认，对于因其员工和任何分包商或者代理商的活动而导致镜泰员工可能接触的每种危险材料，镜泰具有获取安全数据表（SDS，原名材料安全数据表 - MSDS）的法定权利，并同意应镜泰要求而提供此类 SDS。
- 2.8 Contractor/Equipment Supplier acknowledges that Gentex may use hazardous materials in its operations and processes and agrees to inform their employees and any subcontractors or agents performing services at Gentex facilities that Safety Data Sheets (SDS) for such materials are available from Gentex upon request.
承包商/设备供应商确认，镜泰可在其运营和流程中使用危险材料；并同意告知其员工和任何分包商或者在镜泰设施内履行服务的代理商，此类材料的安全数据表 (SDS) 可应镜泰要求而提供。
- 2.9 Contractor/Equipment Supplier agrees to ensure their employees and any subcontractors or agents performing “Hot Work” (i.e., welding, cutting, etc.) at Gentex facilities perform such work in accordance with the Gentex Hot Work Program.
承包商/设备供应商同意确保其员工和在镜泰设施内执行“动火作业”（即焊接、切割等）的任何分包商或者代理商将按照镜泰动火作业计划来执行此类工作。
- 2.10 Contractor/Equipment Supplier agrees to ensure that their employees and any subcontractors or agents wear approved safety glasses when in Gentex production areas and/or when performing work in Gentex facilities that creates an eye hazard.
承包商/设备供应商同意确保其员工和任何分包商或者代理商在镜泰生产区域时和/或在镜泰设施内进行可能危害眼睛的工作时，会佩戴获批的护目镜。
- 2.11 Contractor/Equipment Supplier agrees to ensure that their employees and any subcontractors or agents do not operate any Gentex equipment unless Gentex provides prior approval.
承包商/设备供应商同意确保其员工和任何分包商或者代理商不会运行任何镜泰设备，除非镜泰已提供事先批准。
- 2.12 Contractor/Equipment Supplier agrees to ensure that their employees and any subcontractors or agents wear approved fall protection when performing services in Gentex facilities which require the operation of a boom lift or leaving the floor of an aerial lift and obtain work permit from Gentex EH&S Manager before start the work.
承包商/设备供应商同意确保其员工和任何分包商或者代理商在镜泰设施内履行要求使用高空作业平台或离开空中升降机地面的服务时，会穿戴获批的防坠落保护装置并在作业前向镜泰EH&S经理申请作业票。
- 2.13 Contractor/Equipment Supplier agrees to ensure that their employees and any subcontractors or agents cordon off a 10' radius when using a boom or aerial lift.
承包商/设备供应商同意确保其员工和任何分包商或者代理商在使用高空作业平台或空中升降机时，用警戒线封锁半径为 10 英尺（3 米）的范围。
- 2.14 Contractor/Equipment Supplier understands the activities of their employees and any subcontractors or agents when performing services at Gentex facilities may be interrupted when such activities violate Gentex policies/procedures and/or relevant health and safety legislation and regulations.
承包商/设备供应商理解，其员工和任何分包商或者代理商在镜泰设施内履行服务时所进行的活动如违反镜泰政策/程序和/或相关健康和安法律法规，则可能被中断。
- 2.15 Contractor/Equipment Supplier has designated the Safety Administrator in the “Contractor/Capital Equipment Supplier Acknowledgement of Receipt Form”, who shall be responsible to ensure that the safety requirements in this Manual and other safety requirements as communicated by Gentex EH&S manager could be implemented.
承包商/设备供应商已经在“承包商/资本设备供应商接收确认表”中指定了其安全管理员，安全管理员应负责确保本手册中的安全要求及镜泰EH&S经理不时提出的其他安全要求可以得到执行。

International Shipping Requirements

国际运输要求

International Contracts – Minimum Requirements

国际合同 - 最低要求

Contracts and the Packaging, Labeling, and Shipping Manual (located at: <http://www.gentex.com/corporate/supplier-information/supplier-documents>) for international trade are essential documents that outline Gentex's responsibilities and obligations to our customers and our customer's obligations to Gentex. These documents are part of our record keeping responsibilities and may be reviewed by Customs for the applicable country in an audit.

合同、包装、标签及运输手册（载于 <http://www.gentex.com/corporate/supplier-information/supplier-documents>）对于国际贸易而言是必要文件，当中概述了镜泰对客户的责任与义务以及客户对镜泰的义务。该等文件也是我们记录保存责任的一部分，并可由相关国家的海关当局在审计中审核。

When shipping product internationally there are different requirements and considerations than when shipping product domestically. If an international shipment is a required part of the indirect purchase, supplier must contact Gentex through their buyer to receive proper guidance and work through the proper process for the purchase prior to the shipment to Gentex. If an international shipment is not required, then this section may not be applicable. Often, there is not a contract that has been approved by our legal group but rather two or three key documents that outline our agreements with foreign suppliers. These documents may include commercial invoices, emails, purchase orders, etc.

相较于在国内运输产品，在国际间运输产品具有不同的要求和考虑因素。如果国际运输是间接采购的必要部分，则在运送给镜泰之前，供应商必须通过其买方联系镜泰，以通过适当的采购流程来接受适当指导和工作。如果国际运输不是必要部分，则此部分可能不适用。通常情况下，其不是一份经我们法务组批准合同，而是两到三份概述我们与外国供应商协议的关键文件。该等文件可能包括商业发票、电子邮件、采购订单等。

The quote and the commercial invoice must outline all the key information necessary to the transaction.

报价单和商业发票须概述交易所需的所有关键信息。

Key requirements include the following:

主要要求包括以下各项：

- The quote and commercial invoice should include, at a minimum:

报价单和商业发票应至少包括：

- Full description of the merchandise (“spare parts” is not acceptable)
完整的商品描述（不接受“备件”）
- Quantity and quality
数量和质量
- Warranty provisions
保证条款
- Price
价格
- International Commercial Terms
国际商业条款
- Sold-to and ship-to party if they are not the same.
购买方和收货方（如两者不同）。

- List the currency in which Gentex is to pay. Many countries including Canada and Australia use the dollar sign, therefore, to avoid risk, indicate “USD” in front of the dollar sign to confirm Gentex is making payment in U.S. dollars.

列出镜泰付款的货币。包括加拿大和澳大利亚在内的许多国家都使用美元符号，因此为规避风险，应在美元符号前注明“USD”，以确认镜泰使用美元付款。

- Indicate the Incoterm 2020 on the commercial invoice. The Incoterm 2020 and named place noted on the Gentex purchase order must be used. Any deviations from the noted Incoterm or named place must be requested and approved by Gentex personnel in advance of the shipment's departure. For more information on Incoterms, consult the Incoterms 2020 book available from the International Chamber of Commerce, or contact Gentex Supply Chain Management.

在商业发票上注明《国际贸易术语解释通则 2020》。必须使用《国际贸易术语解释通则 2020》和镜泰采购订单上的指定地点。如镜泰工作人员在货物离开之前要求和批准，则可偏离国际贸易术语解释通则或指定地点。如欲了解更多有关国际贸易术语解释通则的信息，请查阅国际商会提供的《国际贸易术语解释通则 2020》手册，或联系镜泰供应链管理部。

- Include information on legal documents required for international trade. Many products and/or countries have different documentation requirements, and they should be reviewed to ensure freight is not held in Customs for needed information.

载列国际贸易所需法律文件的信息。许多产品和/或国家有不同的文件要求，故须对其进行审核，以确保货物不会因所需信息而被海关扣留。

- Include a termination date on any quotes; international trade contracts do not expire unless a date is clearly indicated.

在任何报价单上订明终止日期；国际贸易合同只有在注明日期后才会到期。

Gentex makes every effort to be in compliance with all import and export regulations. If you have any questions on information required for shipments, please contact the Gentex Supply Chain Management Department at 021-57685062.

镜泰会尽一切努力遵守所有进出口规定。如您对运输所需信息有任何疑问，请致电 021-57685062 联系镜泰供应链管理部。

Upon shipment of product to Gentex, all international suppliers must send a pre-alert to the responsible Gentex Buyer or Material Planner.

在向镜泰运输产品时，所有国际供应商均须向负责的镜泰买方或物料计划员发送一份预警。

Commercial Invoice

商业发票

Requirements

要求

以下要求在承包商和设备供应商提供的服务和/或设备涉及进口时适用。

The following requirements apply when Contractor/Equipment Supplier' services and/or equipment involves importing.

A commercial invoice must be produced for each entry submitted to applicable Customs authority, and must meet the following general conditions:

必须就向任何相关海关当局提交的每一件入境物品出示商业发票，且该发票须满足以下一般条件：

- Documents must be in Chinese unless otherwise specified by Gentex (imports into China must have the commercial invoice in Chinese and English).
除非镜泰另有规定，否则单据语言必须为中文（进口至中国的物品必须有中文和英文商业发票）。
- List the full legal name and address of the company (or person if not a company) selling the goods. Avoid abbreviations.
列出销售货物的公司（如果不是公司，则为个人）的完整法定名称/姓名和地址。切勿使用缩写。
- List "Sold to" and "Ship to" parties.
列出购买方和收货方。
- Detailed description of merchandise. Include common nouns and adjectives in the description to aid in HTS classification verification.
详细的商品描述。在描述中使用常见名词和形容词，以便进行 HTS 分类验证。
- List the value of the merchandise and type of currency.
列出商品价值和币种。
- Purchase order number, purchase order line number, and purchase order shipment number (as specified on purchase order)
采购订单编号、采购订单行号及采购订单装运号（按采购订单规定）
- List quantity and weight
列出数量和重量
- Country of origin of merchandise
商品的原产国
- Country of export, if different from country of origin
出口国（如与原产国不同）
- Itemized separately, if applicable:
分项列出以下各项（如适用）：
 - Rebates or discounts
回扣或折扣
 - Freight and insurance
运费和保险费
 - Commissions
佣金
 - Cost of packing
包装成本
 - Addition to Value/Assist Declaration
新增价值/辅助申报
- When multiple invoices are included in a shipment, number the bottom of each page of the invoice beginning with invoice 1. If an invoice consists of multiple pages, number the bottom of each page beginning with page 1. If the shipment contains multiple invoices with multiple pages per invoice, number the bottom of each page with the number of invoices and the page number of the invoice. For example, if a shipment covers one invoice with one page and a second invoice with 2 pages, the numbering shall be as follows:
若同一批货物包含多个发票，则在从发票 1 开始的每一页发票底部编号。如果发票有多页，则从第 1 页开始在每一页的底部编号。如果货物包含多个发票，且每个发票有多页，在每一页的底部写上发票的编号和发票的页码。例如，如果货物包括一份一页的发票和另一份两页的发票，编号如下：

inv. 1 page 1
发票 1 第 1 页

inv. 2 page 2
发票 2 第 2 页
inv. 2 page 3
发票 2 第 3 页

- List the name of a responsible person from the exporting company with knowledge of the transaction.
列出了解交易的出口公司负责人的姓名。

Instructions

指示

Coordination between Gentex Buyers and Suppliers will ensure that all information required on the commercial invoice will be available from the time the order is placed until documents are received in-house at Gentex. In addition, all parties involved must communicate any changes to the commercial invoice that impacts the information to be submitted to China Customs.

镜泰买方和供应商之间进行协调，有助确保从下单之时起直到镜泰内部收到文件为止，均可获得商业发票上所需的所有信息。此外，如果商业发票的任何变更会对提交予中国海关的信息造成影响，所有相关各方均须发送通知。

Consequences

后果

Accurate and detailed information on the commercial invoice allows an importer to properly classify and value imported merchandise. Incorrect information may result in an incorrect duty rate or improperly valued merchandise resulting in delays in delivery and possible penalties.

商业发票上的准确详细信息可使进口商对进口商品进行妥善分类和估值。如信息不正确，则可能导致关税税率不当或商品估值不正确，进而导致交付延误并可能引致罚款。

Regulation of Wood Packing Material

木质包装材料规定

All wood packing material (WPM) must comply with the International Standards for Phytosanitary Measures (ISPM) Regulation of Wood Packaging Material in International Trade. The purpose of the regulation is to significantly reduce the risk of introduction and spread of most quarantine pests that may be associated with wood packing materials.

所有木质包装材料 (WPM) 必须符合国际植物检疫措施标准 (ISPM) 对国际贸易中木质包装材料的规定。该规定旨在显著减少可能与木质包装材料有关的大多数检疫性有害生物的传入和传播风险。

Regulated WPM includes but is not limited to wood crates, boxes, packing cases, dunnage, pallets, cable drums, and spools/reels. ISPM-15 lists exceptions including WPM made entirely from thin wood (6mm or less in thickness) or made wholly of processed wood material such as plywood, particle board, oriented strand board or veneer that has been created using glue, heat or pressure, or combination thereof.

受管制的木质包装材料包括但不限于木质箱子、盒子、包装盒、垫料、托盘、电缆卷筒和卷轴/卷盘。ISPM-15 列出例外情况，包括完全由薄木材（厚度不超过 6 毫米）或完全由加工木质材料（例如使用胶水、热压或胶水和热压的组合制成的夹板、颗粒板、定向刨花板或胶合板）制成的木质包装材料。

The WPM must display a visible, legible, and permanent mark certifying treatment. The mark must be approved under ISPM-15 to indicate that the article has been subjected to an approved measure.

木质包装材料必须标有一个证明其经过处理的可见、易读、永久性标志。该标志必须根据 ISPM-15 获批准，以表明该物品经过已批准的措施处理。

If the WPMs used in a shipment are found to be non-compliant with these requirements and monetary penalties are assessed, Gentex will seek recoupment of all said monetary penalties.

如果发现货物中使用的木质包装材料不符合这些要求，且被处以罚款，镜泰将寻求追偿所有上述罚款。

Supplier Reporting

供应商报告

The following is applicable to production materials suppliers.

以下内容适用于生产材料供应商。

Gentex's valued customers require us to submit certificates of origin to take advantage of preferential duty programs. When Gentex provides this information, we are legally required to maintain documentation regarding material (harmonized tariff classification and country of origin) used to make or build Gentex products.

镜泰的重要客户要求我们提供原产地证明，以享受关税优惠政策。当镜泰提供该信息时，我们须依法备存制造或组装镜泰产品所用材料。（统一关税分类和原产国）的相关文件。

In order to maintain that data, Gentex will send its production material suppliers solicitation requests on a regular basis. These requests may include any of the following: NAFTA Certificate of Origin, American Automotive Labeling Act Report, Manufacturer's Affidavit, Certificate of Origin, or Traced Value Reporting.

为维护该数据，镜泰将定期向其生产材料供应商发出询价请求。这些请求可能包括下列任何一项：北美自由贸易协定原产地证书、美国汽车标签法报告、制造商宣誓书、原产地证书或追溯价值报告。

As a Gentex supplier you must respond and provide the appropriate information. Failure to do so will impact your supplier performance rating.

作为镜泰供应商，您必须做出响应并提供适当信息，否则会影响您的供应商绩效评级。

Customs Trade Partnership against Terrorism (CTPAT) 海关-商贸反恐怖联盟 (CTPAT)

CTPAT is a partnership program between US Customs and Border Protection (CBP) and the trade community to strengthen border security and international supply chains. Gentex partners including customs brokers, freight forwarders and international suppliers are strongly encouraged to become members of CTPAT (or other credible and/or mutually recognized security program), but at a minimum must comply with the security measures outlined in CTPAT. A complete summary of this information is available at <https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>. Suppliers and Customers are welcome to follow us on the CTPAT portal.

CTPAT 是美国海关和边境保护局 (CBP) 与贸易共同体制定的合作计划，旨在加强边境安全和国际供应链。强烈建议镜泰合作伙伴（包括报关行、货运代理和国际供应商）成为 CTPAT（或其他可信和/或相互认可的安全计划）的成员，但至少须遵守 CTPAT 列出的安全措施。此类信息的完整摘要载于 <https://www.cbp.gov/border-security/ports-entry/cargo-security/ctpat>。欢迎供应商和客户在 CTPAT 门户上关注我们。

CTPAT's security criteria categories are: Security Vision & Responsibility, Risk Assessment, Business Partner Security, Cybersecurity, Conveyance Security, Seal Security, Procedural Security, Agricultural Security, Physical Access Controls, Physical Security, Personnel Security, and Training & Awareness.

CTPAT 的安全标准类别如下：安全愿景与责任、风险评估、业务合作伙伴安全、网络安全、运输安全、封条安全、程序安全、农业安全、物理访问控制、物理安全、人员安全、培训与意识。

Gentex partners will be required to complete CTPAT membership and knowledge declarations and CTPAT self-assessments on a regular basis. In addition, Gentex or approved third parties may perform on-site CTPAT audits at business partner locations. 镜泰合作伙伴将须定期完成 CTPAT 成员资格和知识申报以及 CTPAT 自我评估。此外，镜泰或获批准的第三方可在业务合作伙伴所在地进行现场 CTPAT 审计。

SECURITY REQUIREMENTS FOR SUPPLIERS AND BUSINESS PARTNERS 对供应商和业务合作伙伴的安全要求

Suppliers to Gentex Corporation will develop and implement a sound plan to enhance security procedures. These are general recommendations that should be followed on a case-by-case basis depending on the Company's size and structure. The Supplier should have a written plan in place that addresses the following:

镜泰公司的供应商应制定并实施合理计划，以增强安全程序。应根据实际情况来遵循一般建议，具体取决于公司的规模和结构。供应商应制定有书面计划，以对应：

Physical Security:

物理安全：

All buildings should be constructed of materials which resist unlawful entry and protect against outside intrusion. Physical security should include:

所有建筑物的施工材料应可以防止非法进入和外部入侵。物理安全应包括：

- Adequate locking devices for external and internal doors, windows, gates, and fences.
内外部门窗、闸门、围栏具有充分的锁定装置。
- Segregation and marking of international, domestic, high-value and dangerous goods cargo within the warehouse by a safe, caged or otherwise fenced-in area.
通过仓库中安全、有笼子、有围栏的区域对国际、国内、高价值、危险货物进行标注和隔离。
- Adequate lighting provided inside and outside the facility to include parking areas.
在设施内外（包括停车区域）提供充足光照。
- Separate parking area for private vehicles separate from the shipping, loading dock, and cargo areas.

提供针对私家车的单独停车区域，使其独立于运输、装载和货物区域。

- **Having internal and external communications systems in place to contact internal security personnel or local law enforcement.**
具有内外部通讯系统，以联系内部安保人员或当地执法部门。

Access Controls:

出入控制:

Unauthorized access to the shipping, loading dock and cargo areas should be prohibited. Controls should include:

应禁止未经授权而出入运输、装载、货物区域。控制措施应包括:

- **The positive identification of all employees, visitors and vendors.**
主动识别所有员工、访客和供应商。
- **Procedures for challenging unauthorized / unidentified persons.**
具有相关程序，以质问未经授权/陌生的人员。

Procedural Security:

程序安全:

Measures for the handling of incoming and outgoing goods should include protection against the introduction, exchange, or loss of any legal or illegal material. Security controls should include:

出入货物的搬运措施应包括防止引入、交换、丢失任何合法或非法材料。安全控制应包括:

- **Having a designated security officer to supervise the introduction / removal of cargo.**
安排指定的安全官来监督货物的搬入/搬出。
- **Properly marked, weighted, counted and documented products.**
适当标记、称重、计数、记录产品。
- **Procedures for verifying seals on containers, trailers, and railcars.**
具有相关程序，以验证集装箱、拖车和轨道车上的密封件。
- **Procedures for detecting and reporting shortages and overages.**
具有相关程序，以检测和报告货物短缺和过剩。
- **Procedures for tracking the timely movement of incoming and outgoing goods.**
具有相关程序，以跟踪出入货物的及时搬运。
- **Proper storage of empty and full containers to prevent unauthorized access.**
适当存储满载和空载集装箱，以防止未经授权出入。
- **Procedures to notify Customs and other law enforcement agencies in cases where anomalies or illegal activities are detected or suspected by the company.**
具有相关程序，以在公司发现或怀疑出现异常或非法活动时通知客户和其他执法机构。

Personnel Security:

人员安全:

Companies should conduct employment screening and interviewing of prospective employees to include periodic background checks and application verifications.

公司应对潜在员工进行雇佣筛查和面试，包括定期背景调查和求职确认。

Education and Training Awareness:

教育和意识培训:

A security awareness program should be provided to employees including the recognition of internal conspiracies, maintaining cargo integrity, and determining and addressing unauthorized access. These programs should offer incentives for active employee participation in security controls.

应向员工提供安全意识计划，包括识别内部阴谋、维护货物完整性、确定和应对未经授权出入。这些计划应对主动参与安全控制的员工给予激励。

IT Security:

IT 安全:

There should be procedures in place to protect the internal information system of the company. They should include:

应具有相关程序，以保护公司内部信息系统。其应包括:

- **Access to the internal information system requires a strong password based on modern industry best practice recommendations that periodically change.**
如需访问内部信息系统，应基于现代行业最佳实践的建议而设置定期更换的强密码。
- **Having a locked/secure server room with limited access.**
指定一间可上锁/安全的机房，其出入受限。
- **Anti-virus software is used to protect computer systems.**

使用防病毒软件来保护计算机系统。

- A process for denying system access to terminated employees.
具有相关流程，以拒绝离职员工对系统的访问。

Conflict Minerals Reporting Requirements 冲突矿物报告要求

Conflict minerals are known as the “3TG” regardless of their origin and are defined as:
冲突矿物被称作“3TG”，与其来源无关，并被界定为：

- Columbite-tantalite (also known as Cotan): The ore from which Tantalum (Ta) is extracted.
铌钽铁矿（也称为钶钽铁矿）：提炼钽（Ta）的矿石。
- Cassiterite: The ore that is the most common source of Tin (Sn)
锡石：最常见的锡（Sn）来源矿石
- Wolframite: The ore from which Tungsten (W) is extracted
黑钨矿：提炼钨（W）的矿石
- Gold (Au)
金（Au）
- Other minerals may be added by the Secretary of State
国务卿可能添加的其他矿物质

The exploitation and trade of conflict minerals originating in the Democratic Republic of the Congo (DRC), or adjoining countries (collectively call the “Covered Countries”) has been used to finance violence and human rights abuse. The United States conflict minerals reporting requirement is an effort to ensure that required companies are exercising reasonable inquiry and due diligence within their supply chains to ensure that financial support is not being funneled to these conflicts.

来自于刚果民主共和国或毗邻国家（统称为“所覆盖国家”）的冲突矿物的开采和贸易已被用于为暴力和侵犯人权提供资金。美国冲突矿物报告要求旨在确保被要求的公司在其供应链内进行合理的查询和尽职调查，以确保这些冲突不会得到财政支持。

Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act requires issuers to annually disclose whether any conflict minerals necessary for the functionality of a product or necessary for the production of a product manufactured has originated in the Covered Countries. If any conflict minerals originated in those countries, the issuers are required to submit a “Conflict Minerals Report” that includes a description of the measures taken to exercise due diligence on the conflict minerals’ source and chain of custody.

《多德-弗兰克华尔街改革和消费者保护法》第 1502 条要求发行人每年披露产品功能或产品生产所必需的任何冲突矿物是否来自所覆盖国家。如果任何冲突矿物来自这些国家，则要求发行人提交一份“冲突矿物报告”，当中载有就冲突矿物来源和监管链进行尽职调查所采取措施的说明。

Gentex and our customers are required to provide this annual disclosure. Suppliers shall comply with Gentex’s reasonable country of origin inquiries requesting conflict mineral information. Suppliers are required to cascade conflict minerals inquiries to the previous level/tier in the supply chain, back to the smelter, and report back to Gentex, the required information regarding conflict minerals. 镜泰和我们的客户须提供此年度披露。供应商应履行镜泰合理要求提供冲突矿物信息的原产国查询。供应商须逐级向供应链中的上级/层查询冲突矿物，再转而对冶炼厂进行查询，并向镜泰报告必要的冲突矿物相关信息。

Suppliers must focus on obtaining and reporting complete and accurate information from all previous tiers in the supply chain. Suppliers are expected to undertake due diligence within their supply chains and are strongly encouraged to provide only 3TG containing products to Gentex, where the 3TG was sourced from smelters and refiners conformant with the Responsible Minerals Assurance Process (RMAP) assessment protocols.

供应商必须专注于从供应链中的所有上层获取和报告完整的准确信息。供应商应在其供应链内进行尽职调查，并强烈建议供应商仅向镜泰提供含 3TG 的产品，当中的 3TG 应来自符合负责任矿产保证程序 (RMAP) 评估协议规定的冶炼厂和精炼厂。

Gentex’s Conflict Minerals Policy is located at: <http://www.gentex.com/corporate/sustainability>.

镜泰《冲突矿物政策》载于: <http://www.gentex.com/corporate/sustainability>。

MINIMUM INSURANCE COVERAGE REQUIRED FROM SUPPLIERS AND CONTRACTORS

对供应商和承包商的最低投保要求

- Suppliers and Contractors shall purchase social insurances for the employees(including formal employees and

dispatched employees) in accordance with the PRC laws and regulations and shall ensure their subcontractors and agents follow the same requirements.

供应商和承包商应当按照国家法律法规的规定，为其员工（包括正式员工和派遣员工）投保社会保险并确保其分包商和代理商遵守同样的要求。

- **Suppliers and Contractors shall purchase commercial insurances for their non- labor relationship workers for insuring against any injury that may occur when performing services at Gentex facilities and shall ensure their subcontractors and agents follow the same requirements.**

供应商和承包商应为其非劳动关系的雇员购买商业保险以应对在镜泰工厂提供服务时可能发生的任何伤害，并确保其分包商和代理商遵守同样的要求。

Revision 修订版本	Date 日期	Change Summary 修改摘要	Approval 批准
001	September 2023 2023 年 9 月	Initial release 初版	Scott Ryan – General Counsel Scott Ryan, 总法律顾问