

	Type: Manual	Document: CO-XX-ML-2004-T-CH Rev. N
	Available on Website	Supersedes:
Revision Date: May 24, 2023	Author:	Approval Date: July 3, 2012
Department Approval: Compliance	Approving Manager Title: Compliance Manager	Page: 1 of 13
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Purpose:

目的:

SAMTEC IS COMMITTED to conducting business across the globe by respecting local customs and practices while requiring our Associates and our agents, service providers, Suppliers, and their subcontractors (collectively “Suppliers”) to abide by applicable laws and socially and environmentally conscious practices. The standards stated herein have been committed to by SAMTEC and supported by its Associates. We expect our Suppliers to meet these Standards as well with their own business activities and in relation to their employees. Our Standards shall be maintained by the policies outlined.

Samtec 承诺以尊重当地习俗与做法的方式在全球开展业务，同时要求我们的员工、代理商、服务提供商、供应商和其承包商（统称“供应商”）遵守适用的法律且执行具社会和环保意识的做法。Samtec 一直以来都谨守在此所述的标准，并由所有员工共同遵行，我们也期待我们的供应商和他们的员工以同样的准则经营业务。为维护此标准，我们将遵行以下概述的方针。

1. [**Certification Policies**](#)
[认证方针](#)
2. [**Samtec General Practices & Policies**](#)
[Samtec 常规与方针](#)
3. [**Ethics Policies**](#)
[道德方针](#)
4. [**Social Responsibility Policies**](#)
[社会责任方针](#)
5. [**Country Specific Policies**](#)
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1. Certification Policies

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认证方针

Quality Policy

质量方针

SAMTEC accepts responsibility for the complete satisfaction of its customers. We exercise this responsibility through adequate training of associates, adherence to proven procedures, appropriate quality objectives, total commitment to meeting and exceeding customer requirements, and through maintaining an organizational culture that fosters continual improvement on the effectiveness of the quality management system.

Samtec 以客户百分之百满意为己任。我们通过充分的员工教育培训，遵照行之有效的程序，以达到合理的品质目标，和全员参与来满足及超越客户的要求，并保持一种不断改进品质有效性的公司文化。

Environmental Policy Statement

环境方针

Samtec is committed to conducting business in a manner that will preserve and protect the environment. This commitment includes the following objectives:

Samtec 在发展公司的业务的同时，并致力于环境的维护和保护。这项承诺包括如下：

- Complying with environmental laws and other agreed upon requirements
符合环境法规和其它要求
- Promoting the prevention of pollution
致力于污染的预防
- Conserving natural resources
节省和保护自然资源
- Recycling materials
有效利用再生材料
- Reducing waste
减少资源浪费
- Appropriate environmental objectives
建立适当的环境目标

These objectives are to ensure a safe and secure environment for our customers, associates and the community through an Environmental Management System (EMS) that is continually improving.

这些目标是通过对环境管理系统（EMS）的不断改进来确保我们的客户、员工和社区拥有环境的安全保障。

2. Samtec General Practices & Policies

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Samtec 常规与方针

(In accordance with the California Transparency in Supply Chains Act)

(依据美国加州供应链透明度法)

Compliance. SAMTEC is committed to complying with all applicable laws, rules, and regulations, at all times, wherever we operate. SAMTEC requires its Suppliers to do the same.

合规性 SAMTEC 无论在任何地方营业都将致力遵守所有适用的法律、规范和条例，并且要求我们的供应商也必须做到。

Verification. SAMTEC requires Suppliers to provide information regarding their own suppliers and subcontractors to verify that the extended supply chain related to SAMTEC products operates in a manner consistent with SAMTEC's expected code of conduct and commitment to its environmental and social principles.

核查 Samtec 要求供应商必须将他们自己供应商和承包商的相关信息提供给我们，以便核查与 Samtec 产品有关的延伸供应链经营方式是否符合 Samtec 对环境和社会所要求的准则和承诺。

Audits. SAMTEC has a regular audit schedule of its Supplier base, which must allow SAMTEC and its agents (including third parties) to engage in assessment activities to confirm compliance with these Standards.

审查 Samtec 安排定期对供应商生产经营处做审查，必须允许 Samtec 及其代理人（包括第三方）进行评估以确认是否符合要求的标准。

Accountability. SAMTEC reserves the right, when the Standards are not met and/or corrected in a timely fashion, to cancel outstanding orders, suspend future orders or terminate its relationship with the Supplier, as circumstances demand.

当责 Samtec 保留权利，当不符合标准时，和/或在要求时限内采取纠正措施，视情况而定，取消尚未处理的订单、暂停以后的订单、或终止与供应商的关系。

Training. We train our Associates to use these standards in our own operations and in evaluating our Suppliers. If SAMTEC determines through audits or otherwise that a Supplier is not meeting the requirements and expectations set forth in these Standards, SAMTEC will offer guidance with respect to matters requiring correction or that need improvement if the facts allow.

培训 在培训中将指导员工以此标准作为我们营运的分针及审查供应商的评估准则，如果Samtec经由审查确定供应商无法达到标准的要求和期望，若情况允许，Samtec将以尊重的态度对需要修正或改进的事项提供指导。

3. Compliance and Ethics Policies

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合规性与道德方针

SAMTEC is committed to the highest standards of ethical conduct. We expect our Associates and our Suppliers to support the following principles:

Samtec 致力于达到道德行为的最高标准，因此要求员工和供货商共同支持以下原则：

- Strive on a daily basis to conduct affairs in an ethical and honest manner.
努力用诚实且合乎道德的准则来执行每天的工作。
- Comply fully with all applicable laws and regulations.
完全遵守所有适用的法律规范。
- Question whenever a situation appears that could yield actions in conflict with SAMTEC's Policies.
一旦出现与Samtec道德方针相矛盾的情况时，员工应即刻提出。
- Report actions that may violate these Policies to SAMTEC management, the General Counsel or the confidential Ethics Report Email (ethics.report@samtec.com).
将任何违反Samtec道德方针的行为告知Samtec的管理阶层、总法律顾问，或发电子邮件到机密伦理报告电子邮件（ethics.report@samtec.com）。

International Trade Compliance

国际贸易合规

SAMTEC is committed to complying with all laws and regulations governing the import, export and transfer of goods, data, and services in all countries where we do business. This includes all U.S. export controls and trade sanctions, such as the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), and U.S. economic sanctions administered by the Department of Treasury, Office of Foreign Assets Control (OFAC). SAMTEC will not engage in any transaction involving an embargoed or sanctioned country, or any party that is subject to a debarment or is the target of economic sanctions. Further, because of the complexity of certain sanction regimes, we will not do business, directly or indirectly, with Russia, Kazakhstan, or Belarus. Samtec strives to go above and beyond in establishing a secure supply chain. Together with U.S. Customs and Border Protection (CBP), Samtec voluntarily participates in Customs Trade Partnership Against Terrorism (C-TPAT), supporting security efforts globally.

SAMTEC 致力于遵守所有为了管理与我们有商业往来的国家/地区有关货物、数据、服务进出口和转移的法律规范，包括美国的任何出口管制和贸易制裁，如“国际武器贸易条例（ITAR）”、“出口管理条例（EAR）”、以及由美国财政部海外资产控制办公室（OFAC）管理和执行的美国经济制裁。对于受禁运、受制裁的国家或任何一方，SAMTEC 将不与其做交易。此外，因为某些制裁制度的复杂性，我们不会直接或间接与俄罗斯、哈萨克斯坦或白俄罗斯做生意。Samtec 将尽全力建立安全的供应链，主动参与美国海关与边境保护局（CBP）主导的海关商贸反恐联盟（C-TPAT），支持全球安全工作。

Anti-Corruption

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反腐败

SAMTEC requires all of its Associates and Suppliers to conduct business in an Ethical manner and to abide by the laws of the countries where we do business. This includes avoiding any type of corruption. Associates and Suppliers (directly or through third parties) shall not offer or receive payment or gifts, of excessive cost or frequency, from or to customers with the intent of taking improper advantage or to influence decisions (the same policy applies to any other items meant to intimidate and/or influence decisions). SAMTEC Associates will comply with the limitations of the Foreign Corrupt Practices Act (FCPA) and similar laws of the countries where we operate. Any infractions discovered will be investigated and addressed as appropriate.

Samtec 要求所有员工及供应商依照 Samtec 道德方针与所在国当地的法律来执行业务，同时避免任何形式的腐败，绝不为了不当利益或影响决策判断而（直接或透过第三方）向客户提供或收受成本过高或频率过高的款项或礼物（或其它旨在恐吓和/或影响决策判断的物品）。Samtec 员工务必遵守《反海外腐败法》（FCPA）的规定及执行业务所在国的类似法律。如发现任何违法行为，都将适当进行调查和处理。

Anti-Trust, Price-Fixing

反价格垄断

Antitrust and price fixing laws are designed to preserve and foster fair and honest competition among parties within the free enterprise system. To accomplish this goal, the law is deliberately broad, prohibiting such activities as "unfair methods of competition" and agreements "in restraint of trade." The following arrangements are illegal and are strictly prohibited by Samtec: Price Fixing, Group Boycotting Tying Arrangements, restrictive agreements, product dumping, bid (RFQ) rigging, customer allocation, kickback arrangements, exclusive or reciprocal dealings, monopolization, price inducements, discriminatory allowances and misleading advertising.

反价格垄断法旨在维护和促进各方在贸易自由制度下的公平诚实竞争，为了达到这个目标，该法是特意广泛禁止任何如“不公平竞争方式”的活动和“贸易限制”的协定。以下所述皆是非法的，Samtec 严格禁止：价格垄断、集团抵制搭售行为、限制性协议、产品倾销、围标、客户配置、回扣协议、专有或互惠的交易、垄断独占、价格诱因、歧视性的津贴和误导性的广告。

Privacy

隐私

SAMTEC, Associates and Suppliers should commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including other suppliers, customers and employees. Participants are to comply with privacy and information security laws and regulatory requirements, such as the EU's GDPR, when personal information is collected, stored, processed, transmitted, and shared. For more information on Samtec Privacy processes and procedures please visit our [Privacy Notice](#)

Samtec 员工和供应商应承诺保护任何有业务往来的个人信息合理隐私权，这也包括了所有其他供应商、客户、和员工。当涉及个人信息的收集、存储、处理、传输和共享时，相关者必须遵守保护隐私和信息安全的法律和规定，如欧盟发布的“一般数据保护条例”。更多有关 Samtec 保护隐私程序的信息，请看我们的[隐私声明](#)

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Intellectual Property

知识产权

Intellectual property rights are to be respected; transfer of technology and knowhow is to be done in a manner that protects intellectual property rights; and, customer information is to be safeguarded.

必须尊重知识产权；转让知识和技术应在保护知识产权的原则下来完成，；并有责任维护客户信息的安全。

Non-Retaliation Policy

不报复方针

SAMTEC encourages Associates to report any concerns related to activity that may be illegal, unethical, or violates this Policy Manual. Such reports can be made to a manager, the General Counsel, or anonymously via e-mail to: ethics.report@samtec.com.

发现任何可能是违法、不合乎道德或违反本方针手册的活动，SAMTEC鼓励员工向经理、总法律顾问报告，或匿名发送电子邮件至：ethics.report@samtec.com。

SAMTEC will not permit retaliation against any person who, in good faith, reports any concerns or potential violations of applicable laws or this Policy Manual. If you believe you have experienced retaliation because you reported any concerns or participated in an investigation, you should immediately contact the Company using the methods described above

任何人员因为出于善意向公司通报任何或可能违反适用法律或本方针手册的情况，SAMTEC决不允许他们遭到报复，如果你认为你因此受惩罚，请立即使用上述方法与本公司联系。

4. Social Responsibility Policies

社会责任方针

SAMTEC defends the human rights of its Associates and seeks to reflect the ten principles of the United Nations Global Compact and Universal Declaration of Human Rights in the creation of this policy. The actions of SAMTEC and its Suppliers shall comply with the laws of the countries where we do business and protect the rights of those with which we work consistent with these policies:

Samtec捍卫我们员工的人权，并将联合国全球契约和世界人权宣言的十项原则反映在方针的制定，Samtec及其供应商的所有作为都必须遵守业务经营所在国家的法律，并保护此方针所述的权利：

➤ Human Trafficking and Slavery

人口贩卖和奴隶制

SAMTEC recognizes the tragedy involved in Human Trafficking and Slavery and will not tolerate these crimes within SAMTEC or the Suppliers with which we do business. (See Samtec's Annual Statement pursuant to the UK Modern Slavery Act of 2015.

Samtec对贩卖人口和奴隶制的悲剧深恶痛绝，绝不容忍这样的罪行发生在Samtec或与Samtec有业务往来的供应商。（请参阅依据2015年英国现代奴隶法的Samtec年度报表）

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➤ **Harsh Treatment:**

苛刻待遇:

The use of harsh or inhumane treatment is not allowed within SAMTEC or by our Suppliers. The following acts/behaviors are not tolerated: coercion (mental or physical), sexual harassment, and other forms of harassment, including but not limited to verbal abuse, bullying, and threats or violence.

苛刻或不人道的待遇在Samtec或我们的供应商都是不被允许的，禁止以下状况/行为的发生：胁迫（精神或身体上）、性骚扰、和其它形式的骚扰，包括但不限于言语虐待、霸凌、威胁、或暴力。

➤ **Child Labor:**

童工:

Child labor is defined as work done by a person under the minimum legal working age set by the government where the work is taking place. Steps will be taken at hiring to confirm the age of the associate through inspection of reliable government issued ID. If a minor is identified during this process, they will be directed to appropriate government resources. Child labor also includes work which, because of its detrimental nature or conditions, is considered unacceptable for children below a certain age and is prohibited at any SAMTEC location or Supplier. In some cases, legitimate workplace apprenticeship programs may be utilized but only to the extent allowable under local laws and regulations and in consideration and complimentary to the apprentice's safety and educational needs.

童工的定义是指政府规定最低法定年龄以下的人受雇从事工作。招聘过程中将检查政府签发的身份证来确认员工的年龄，如果在这个过程中发现未成年人，其将被转送到相关的政府机构。童工还包括某些工作因其有害性质或条件而被认为不可雇用低于某个年龄的儿童，这在任何地点的Samtec公司或供应商都绝不允许有此发生，而在某些情况下，可能会采用合法工作场所的实习生训练计划，但只有在当地法律和条例允许的限度下，并且必须考虑及符合实习生安全和教育方面的需要。

➤ **Minimum Wages**

最低工资

SAMTEC's and Supplier's compensation and benefits shall comply with local wage and hour laws and regulations where we do business including elements regarding minimum wages, overtime and other benefits mandated by the law of that region. Wage deductions shall comply as well.

Samtec及供应商的薪酬和福利制度应遵守业务经营所在地区的法规，包括当地明文规定有关最低工资、加班费及其它福利，关于工资的扣减也应遵守当地法律的规定。

➤ **Working Hours**

工作时间

Working hours will be in compliance with the governing labor laws where the work is being performed. In the absence of any clearly defined law, no SAMTEC facility will exceed 80 hours overtime per month, per Associate.

Samtec的工作时间都要符合当地政府劳工法律，如果没有任何明确法律规定，Samtec每月每个员工的加班时间都不可超过80小时。

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➤ **Freedom of Association**

结社自由

SAMTEC is committed to providing a positive work environment for all Associates and to being a preferred employer. We have a long and rich history of treating our Associates with dignity and respect, providing competitive wages and benefits, having open and honest communications and providing an open-door policy that ensures all Associates, individually or as a group, can raise issues without fear and retaliation. In conformance with local law, the rights of association of Associates will not be abridged.

Samtec致力成为最佳雇主，为所有员工提供良好的工作环境，因此，长久以来，我们都尊重员工，提供具有竞争力的薪资和福利，以开放、坦诚的沟通渠道，采取开放方针，确保所有员工可以以个人或团体形式提出问题而不受恐惧和报复的威胁。在符合当地法律的原则下，员工集会结社的权利将不受限。

➤ **Freely Chosen Employment**

自由选择就业

Samtec does not tolerate the use of any forced, bonded, or indentured labor. Use of loans to associates is prohibited, and no fees or expenses are required from foreign workers. All Associates and employees of Suppliers should be free to leave their jobs in a voluntary manner. While working, associates will have the ability to move freely and have reasonable access to services and facilities as needed. SAMTEC Associates and the employees of Suppliers shall not be required to hand over any government issued documents (passports, work permits or identifications) except to the limited extent needed for required verification only and to ensure compliance with local laws.

Samtec不允许使用任何强迫、抵押或受契约束缚的劳工，禁止向员工借贷，禁止向外籍员工收取任何费用。供应商的所有员工及雇员可自由选择离开他们的工作。工作时，员工可自由行动，并根据需要合理使用服务和设施。除了在有限程度所需的核查和确保符合当地法律之外，Samtec员工及供应商雇员不应被要求交出任何政府所发的证件（护照、工作许可证、或身份证）。

➤ **Discrimination**

歧视

Discrimination based upon race, age, gender, color, gender identity, sexual orientation, ethnicity, disability, religion, marital status, political beliefs and/or affiliations shall not be used in employment practices such as promotions, rewards, training and/or hiring. Issues reported will be investigated and resolved as appropriate. Samtec shall maintain HR procedures to verify adherence to antidiscriminatory practices. Associates will be provided reasonable accommodations for religious beliefs and practices.

升职、奖励、培训和/或雇用等不会受种族、年龄、性别、肤色、性别认同、性向、种族、残疾、宗教、婚姻状况、政治信仰和/或立场影响。Samtec将对报告的问题适当展开调查并解决。Samtec将维护HR程序，确保符合反歧视性做法，并按员工的宗教信仰和习俗为其合理提供住宿。

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➤ Harassment

骚扰

SAMTEC strictly prohibits any behavior by any person (Associate, Supplier, Customer or other third party) which harasses, bullies or retaliates against an Associate or disrupts or interferes with an Associate's work performance or which creates an intimidating, offensive or hostile working environment, including but not limited sexual harassment and conduct or language based on race, sex, ethnic background, age, religion or disability.

Samtec 严禁任何人(员工、供应商、客户或其他第三方)有以下的行为, 骚扰、霸凌、对任何员工进行报复、干扰或破坏任何员工的工作表现、或制造一种令人生畏、感觉受辱或者敌对的工作环境, 包括但不限于性骚扰, 及针对种族、性别、种族背景、年龄、宗教或残疾的侮辱行为或语言。

➤ Health and Safety

健康和安全

Samtec is committed to conducting its business and operations in a manner that will protect the safety, health and well-being of its associates, visitors, and all others that it serves. This commitment includes the following objectives:

Samtec 承诺在开展业务和运营的同时, 并且致力于保护其员工、访客及提供服务之所有其他人的安全、健康和福祉, 包括达到以下的目标:

- Comply with all legal and other requirements.
遵守所有法律和其他要求。
- Provide a safe work environment and safe equipment.
提供安全的工作环境和设备
- Provide the necessary resources, instruction, and training to allow associates to perform duties in a responsible manner.
提供必要的资源、指导和培训, 使员工以负责任的方式履行职责。
- Actively consult, listen and respond to associates' concerns.
主动咨询、倾听并回应员工的疑虑。
- Engaging all levels of management in promoting and sustaining safety principles.
动员各级管理层促进和维持安全原则。

➤ Conflict Resources

冲突矿产资源

SAMTEC recognizes the situation that is occurring in various places globally, including the Democratic Republic of Congo and does not allow the sourcing of any of the following materials that contain 3TG minerals (Tantalum (derived from Columbite-Tantalite), Tungsten (derived from Wolframite), Tin (derived from Cassiterite), and Gold) and/or finished materials originating, sourced, and/or smelted from the Democratic Republic of Congo or adjoining countries. Conflict Resources shall not be used within our products or supply chain.

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Samtec 意识到在全球某些地区发生的状况，其中包括刚果民主共和国，因此不允许从这些地区采购以下任何含有 3TG 的矿物（钽（取自钶钽铁矿）、钨（取自黑钨矿）、锡（取自锡石）、和黄金），和/或源自和/或被熔炼自刚果民主共和国或邻近国家的成品物料。我们的产品和供应链决不可使用任何的冲突矿产资源。

5. Country Specific Policies

国家特定政策

➤ United States **美国**

Affirmative Action/Equal Employment Opportunity

平权法案/平等就业机会

Scope and Authority:

范围和权限:

This policy is written at the direction of the General Management Group and will apply to all Samtec business entities within the United States and Associates worldwide, to the full extent allowed by applicable local law.

本方针在总管理团队的指导下编写，适用于美国国内所有的 Samtec 企业和全球员工，并且在适用的当地法律允许范围内。

Description of Affirmative Action and Equal Opportunity Applicable Law:

平权法案和平等机会适用法律的说明:

A set of procedures designed to eliminate unlawful discrimination between job applicants which works to remedy the results of such prior discrimination, prevent such discrimination in the future, and promotes diversity of intellects, skills and experiences to help strengthen and deepen our workforce.

这些程序旨在消除对求职者的非法歧视，纠正因为这一类歧视所造成的结果，防止将来继续发生，并促进才智、技能和经验的多样性，以帮助加强和深化我们的工作团队。

Business Risk Addressed:

解决的商业风险:

Beyond legal actions that can arise from discriminatory hiring practices in violation of applicable federal and state laws, as a business with government contracts and a subcontractor to customers with such contracts, violations of affirmative action and equal opportunity requirements therein can result in a breach of such contracts, loss of those opportunities and incurred damages.

除了因为违反适用联邦和州法律的歧视性雇佣行为可能产生的法律诉讼，作为与政府承包商和具有此类合同的客户分包商，违反平权和平等机会法规可能导致违背合同、丧失机会和造成损失。

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Affirmative Action and Equal Opportunity Policy:

平权法案和平等机会方针：

Samtec will provide equal employment opportunity in recruitment, selection, training, compensation, promotion and

assignments. These opportunities and other conditions of employment are extended to qualified applicants and Associates regardless of an individual's color, sex, age, religion, national origin, genetics, sexual orientation, gender, identity/expression, disability, veteran status and/or other protected categories under applicable laws. Samtec will make reasonable accommodations for qualified persons with disabilities.

Samtec 将在招聘、选拔、培训、薪酬、晋升、指派等方面提供平等的就业机会和条件，只要申请人和员工合乎资格，将不论个人的肤色、性别、年龄、宗教、国籍、遗传、性取向、性别、身份/表达、残疾、退伍军人身份和/或根据适用法律其他受保护的类别。Samtec 将为合格的残障人士提供合理的便利措施。

Samtec will extend equal opportunities and take affirmative action to employ and advance in employment qualified minorities, women, disabled persons, disabled veterans, veterans of the Vietnam era, recently separated veterans, armed forces service medal veterans or other protected veterans.

Samtec 将扩大平等机会并采取平权，雇用和更进一步推动雇用合格的少数民族、女性、残疾人士、残疾退伍军人、越南退伍军人、最近退伍的退伍军人、武装部队服务奖章退伍军人或其他受保护的退伍军人。

To implement these policies, Samtec will maintain an Affirmative Action program by which we will work to: 为了实施这些方针，Samtec 将维持平权行动计划，我们将努力做到：

- (a) recruit, hire, train and promote qualified persons in all job titles, without regard to race, religion, color, sex, physical or mental disability, national origin, age, covered veteran's status, or any other protected group status;
招募、雇用、培训和晋升所有合格人员，不论其种族、宗教、肤色、性别、身体或精神残疾、国籍、年龄、退伍军人身份或是任何其他受保护群体的身份；
- (b) base decisions on employment so as to further the principle of equal employment opportunity;
以促进平等就业机会的原则作出聘任决定；
- (c) ensure that employment decisions are in accord with principles of equal employment opportunity by imposing only valid job requirements; and
提供实际的工作要求，确保聘任决定符合平等就业机会的原则；和
- (d) ensure that all personnel actions such as compensation, benefits, transfers, promotions, layoff, return from layoff, sponsored training, education, tuition assistance, and social and recreational programs, will be administered without regard to race, religion, color, sex, disability, national origin, age, covered veteran status or any other protected group status.

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确保所有人事行动，例如赔偿、福利、转移、晋升、裁员、裁员补偿、赞助培训、教育、学费援助以及社交和娱乐计划，将不论种族、宗教、肤色、性别、残疾、国籍、年龄、退伍军人身份或是任何其他受保护群体身份。

Americans with Disabilities Amendments Act: **美国残疾人修正法案:**

Samtec will comply with all applicable federal and state laws concerning the employment of persons with disabilities. Consistent with that commitment, it is our policy not to discriminate against qualified individuals with disabilities concerning application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Samtec 将遵守有关残疾人就业的所有适用联邦和州法律。根据此承诺，对于申请程序、雇用、晋升、解雇、补偿、培训或其他条款、条件和就业特权，我们的方针是禁止歧视合格的残疾人。

Accommodation Policy: **便利措施方针:**

Samtec will seek to provide reasonable accommodations to qualified individuals with disabilities, unless to do so would cause undue hardship. An applicant or Associate in need of a reasonable accommodation should promptly provide written notice to HR so that the individual and Samtec can work together to determine whether an appropriate reasonable accommodation exists.

Samtec 将寻求为合格的残疾人提供合理的便利措施，除非这样做会造成不必要的困难。需要合理便利措施的申请人或人员应立即向人力资源部提供书面通知，以便个人和 Samtec 可以共同确定是否已有适当的合理便利措施。

➤ **Costa Rica** **哥斯达黎加**

Energy Management System Policy **能源管理系统方针**

Samtec is committed to conducting business in a manner that reduces and optimizes the use of the energy. This commitment includes the following:

Samtec 承诺以减少及优化能源使用的方式开展业务。此承诺包括下述方面:

- Maintain energy objectives and goals
保持能源目标
- Comply with the legal energy requirements applicable to our activity
遵守适用于公司生产活动的能源法规
- Work towards continual improvement of energy efficiency and the Energy Management System (EnMS)
致力于能源使用效率及能源管理系统 (EnMS) 的持续改进

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- Consider energy efficient purchasing options for energy improvements
为改进能源使用效率考虑采购选项
- Provide adequate training and communication to associates relating to the EnMS
与能源管理系统（EnMS）相关的员工沟通并给他们提供适当的培训

6. Operational Policies

操作方针

➤ **ESD Control**

静电放电控制

Samtec is committed to mitigating risk of damage to components and products due to electrostatic discharge (ESD) and has established internal standards and procedures for handling of relevant items. Any addition to or deviation from Samtec's ESD handling standards will require a custom product number.

Samtec 致力于降低由于静电放电（ESD）导致产品损坏的风险。我们为处理相关产品建立了内部的标准及流程。任何附加或偏离 Samtec 静电放电处理标准的规则都要求附上定制产品号码。

➤ **OBSOLESCENCE POLICY**

过时政策

As a result of Samtec's build-to-order manufacturing practices, we rarely discontinue products or destroy tooling. However, on occasion, a product may be considered obsolete based on a variety of factors and discontinued from Samtec's product offerings. In that event Samtec will use its best efforts to provide at least six (6) months' prior notice of the discontinuance to customers who are actively or have recently ordered the discontinued product. Any 'last time buy' orders of discontinued products should be submitted promptly after receipt of a notice of discontinuance. If you have any questions about Samtec's manufacturing or quality assurance practices, please contact quality@samtec.com

由于 Samtec 是按订单制造生产，我们很少停止生产产品或销毁模具。然而，有时，基于各种因素，有些产品可能被视为是过时产品，并从 Samtec 的产品供应中停产。在这种情况下，Samtec 将尽其最大努力，至少提前六(6)个月向积极订购或最近订购已停产产品的客户发出停产通知。任何已停产产品的“最后一次购买”订单应在收到停产通知单后立即提交。如果您对 Samtec 的生产或品质保证有任何疑问，请发邮件到 quality@samtec.com 联系我们。