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## Point Well Social Accountability Policy 沛伟社会责任方针

WE promise to comply with the national laws and regulations, international labour standards, international treaties and SA8000:2014 standard requirements, in continual improving our working environment and employee benefits and therefore establish our Social Accountability policies as below:

本公司承诺遵守国家劳动法律法规、国际劳工标准、国际公约及 SA 8000:2014 标准的要求，持续改善工作条件和员工福利，特制定社会责任方针：

**Secure National Regulation 遵守国家法律**

**Rationize working hours and remuneration 合理工时报酬**

**Prohibit Child Labour 严禁使用童工**

**Enhance Health and Safety 加强安全卫生**

**Eliminate Discrimination 消除歧视行为**

**Respect Association Freedom 尊重自由结社**

To fulfill the requirements of SA8000:2014, the company has the following policies:

为满足 SA8000:2014 的要求，本公司的社会责任政策包括以下：

➤ **Complying with all relevant requirements 遵守所有相关的要求**

The company will comply with all requirements from SA8000:2014, national laws, international treaties and other appropriate regulations.

本公司在社会责任方面遵守 SA8000:2014 标准、国家法律、国际公约规范及其他适用的法律。

➤ **Prohibited Child Labour and Legal Young Worker Management**

**严禁使用童工及遵守法规的要求使用未成年工**

The company prohibits child labour and refuses to co-operate any partnership with using child labour.

The company will not arrange also any young workers working at night shift or any environment affecting their health and with potential risk or dangerous condition.

本公司严禁使用童工，并且不选择使用童工的公司作为本公司的供方。本公司不会安排未成年工上晚班及进行对其身心健康和发展有危险或不安全的环境中。

➤ **Prohibited Forced or Compulsory Labour 禁止强迫或强制性劳动**

The company will not tolerate any employee working here but with either payment, benefit, property or personal documents detained for any reason. The company shall also ensure no bearing from employee for any employment expenses. Employees have right to leave the working place after the working hours. The company will not join and support any human trafficking activities.



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本公司不会强迫员工为本公司工作而扣留这些员工的任何工资、福利、财产或文件。 本公司确保员工不承担全部或部分雇佣费用。员工有权利在标准工作时间完成后离开 工作场所。本公司不会从事或支持贩卖人口。

➤ **Enhancement of Health and Safety in Working Place 加强工作场所健康和安**

The company emphasizes always the working health and safety concept and will arrange the routine trainings and drills periodically, in providing a safe working place with appropriate protection.

本公司注重工作健康和安全的意识，定期为员工提供相关培训及演习。为员工提供一个安全的工作场所，注重劳动保护。

➤ **Respect of Association Freedom 尊重员工的自由结社**

The company offers the employees the right to form and join the labour unions, respects the union activities and negotiation rights. The company allows employees to elect their worker representatives and promises no discrimination, disturbance, threat or revenge to be suffered no matter for association members, worker representatives or any worker joining unions.

本公司允许职工有自由结社和参加工会的权利，承认并尊重雇员集会，进行集体谈判 的权利。本公司允许工人自由选举自己的代表。承诺工会成员、工人代表和任何参与 工会的员工不会因为其参与活动而受到歧视、骚扰、胁迫或报复。

➤ **Elimination of Discrimination 消除歧视行为**

The company prohibits any discrimination in recruitment. All the recruitment decisions, salary and remuneration offered, disciplinary practices, dismissal decisions etc. shall be based on the working performance and ability.

本公司在雇用工人时禁止有歧视行为，在决定雇用、薪资、福利、惩罚、解雇方面应 完全以个人的工作能力为依据。

➤ **Rationized Disciplinary Practices 合理的惩罚措施**

The company will offer our employee honour and respect. No rude and inhuman treatment are allowed to the employees.

本公司给予所有员工尊严与尊重。本公司不允许以粗暴、非人道的方式对待员工。

➤ **Rationized Working Hour and Remuneration 合理工时报酬**

The company will comply with legal requirements in arranging appropriate working hours for our employees. The salary offered will follow the national laws and fulfil the basic living standard of our employees and their families. WE will refuse any suppliers fail to meet the minimum wage requirements as partnership.

本公司会遵守工作时间的规定为员工安排合理的工作时间；在工资待遇方面本着遵守 国家法规及根据国情满足员工及家属的基本生活需要。本公司不选择那些以低于当地 法律规定的最低工资要求付给工人工资的公司为供方。



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➤ **Social Accountability Management System 社会责任管理系统**

The company will establish, implement and maintain the social accountability management system as per SA8000:2014 standard, including social accountability risk identification and evaluation, monitoring, internal communication, complaint management, corrective and preventive action, social accountability training and supplier management etc.

本公司根据 SA 8000:2014 标准的要求建立、执行及维持社会责任管理系统，包括社会责任风险识别和评估、监督、内部沟通、投诉管理、纠正和预防措施、社会责任培训及供方的管理。

This policies and SA8000:2014 standard shall be posted out in our working places, dormitories and canteen.  
这方针、政策和 SA8000:2014 社会责任标准会在本公司的工作场所、宿舍及饭堂张贴。这方针会在本公司的工作场所张贴，并透过公司网页，为相关方获取有关资料提供平台。

POINT WELL – Operation Director 沛伟营运总监

Caleb Chan 陈金财

1 Mar 2023