

## 供应商社会责任评估表

### Supplier Social Accountability Assessment Form

为了解贵公司承担社会责任的状况，特设立本次调查问卷，希望贵公司能积极地参与本次调查，根据实际情况回答如下问题。该问卷仅供我方统计分析时参阅，不会提供给您任何第三方，也不会涉及您的个人隐私、商业秘密。希望得到您的大力支持！谢谢！

In order to understand the status of your company's social responsibility, we specially set up this questionnaire. I hope that your company can actively participate in this survey and answer the following questions according to the actual situation. This questionnaire is only for our statistical analysis and will not be provided to any other third parties, nor will it involve your personal privacy or business secrets. Hope to get your strong support! Thank you!

第一部份：

**Part 1**

**A. 基本资料**

**A. Basic Information**

供应商 / 承包商名称 Names of suppliers and contractors : 上海宜可派科技有限公司

地址 Address : 上海市青浦区诸光路 1588 弄虹桥世界中心 E3 栋 359 号 606

联络人 Contact Person : 卢立东

日期 / 公司印章 Date / Company seal : 2025.02



**B. 评估方式 Assessment ways:**

现场评审 on-site review \_\_\_\_\_

问卷调查 questionnaire survey 是

电话访问 telephone interview \_\_\_\_\_

第二部份（评估报告）：

**Part 2(Assessment Reports)**

1. 童工 Child Labour

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
1.1 工厂是否有文件规定最小用工年龄? Does the factory have a document specifying the minimum age for employment? 如果有, 最小年龄是_____. 是否符合法规要求? _____ If so, the minimum age is _____. Does it meet regulatory requirements? _____	否	
1.2 如果当地没有相关法规规定, 工厂的政策是否符合守则的要求? If there are no local regulations, does the factory's policy comply with the requirements of the code?	是	
1.3 相关法规和工厂政策是否传达到全体员工? Are relevant regulations and factory policies communicated to all employees?	是	
1.4 员工年龄是否符合当地法规和工厂政策的规定? Does the employee's age conform to local regulations and factory policies?	是	

## 2. 强迫劳动 Forced labour

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
2.1 工厂是否有符合守则关于强迫劳动的文件规定? Does the document regulations of factory complying with codes on forced labour?	是	
2.2 工厂是否有强迫劳动? Does the factory use forced labor?	否	
2.3 工厂是否使用抵押劳工? Does the factory use mortgage labor?	否	
2.4 员工提出合理离职通知后,工厂是否允许其离职? Will the factory allow the employee to quit after giving reasonable notice of separation?	是	

## 3. 工作时间 Working Hours

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
3.1 工厂是否有符合当地法规要求关于工作和加班时间的文件规定? Does the factory have documented requirements for work and overtime in accordance with local regulations?	是	
3.2 法定及工厂规定的工作时间资料是否提供给全体员工? Is the statutory and factory specified working time information provided to all employees?	是	
3.3 工作时间有没有适当记录?(例如:出勤卡) Are working hours properly recorded? (e.g. time card)	是	
3.4 工人加班是否出于自愿? Are workers willing to work overtime on his own accord?	是	
3.5 工人每天工作时间最长是 <u>8</u> 小时. The maximum working hours per day are <u>8</u> . 每周工作时间最长是 <u>40</u> 小时. The maximum number of hours per week is <u>40</u> . 是否在法定的最长工作时间和工厂文件规定的工作时间范围之内? Are they within the statutory maximum working hours and factory documented working hours?	是	
3.6 每月加班时间最长是 <u>0</u> 小时.(请附详情) The maximum amount of overtime per month is <u>0</u> (Please attach the details). 是否在法定的最长加班时间和工厂文件规定的加班时间范围之内? Is it within the statutory maximum overtime and factory documented overtime limits?	是	
3.7 工厂是否允许员工每七天有一天休息? Does the factory allow employees to have one day off every seven days?	是	
3.8 工人如提供医生证明生病或怀孕,是否允许请假? Are workers allowed to take time off if they provide a doctor's certificate of illness or pregnancy?	是	
3.9 工人是否有足够的用餐时间和小休息时间? Do workers have enough time for meals and rest?	是	

## 4. 工资福利 Salary and Welfare

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
4.1 工厂是否有符合当地法规要求关于工资福利的文件规定? Does the factory have any documentation on wages and benefits in accordance with local regulations?	是	
4.2 法定及工厂规定的工资福利资料是否提供给全体员工? Are statutory and factory salary and welfare information provided to all employees?	是	

4.3 工资福利是否符合法律和政策规定? Are wages and benefits in accordance with laws and policies?	是	
4.4 法规要求公司代扣工资是否依法执行,并上缴相关机构?(请附详情) Does the law require the company to withhold wages and hand it over to the relevant institutions?(please attach details)	是	
4.5 工人在被聘用前,是否清楚知道这些代扣款及其它扣款事项? Were workers aware of these and other deductions before they were hired?	是	
4.6 膳食和住宿的扣款是否合法合理? Are deductions for meals and accommodation legal and reasonable?	是	
4.7 是否提供法规所要求的福利(分红,带薪假期,饮食补贴等)?(请附详情) Does the company provide the required benefits (dividends, paid holidays, food allowance, etc.)?(please attach details)	是	
4.8 工人是否收到明细工资单? Does the worker receive the detailed payroll?	是	
4.9 工人是否按期领取工资? Are workers paid on time?	是	
4.10 工资是否以容易及方便形式支付? Are workers paid in an easy and convenient way?	是	

#### 5. 惩罚措施 Punitive Actions

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
5.1 工厂是否有关于惩罚措施的文件规定?该规定中禁止有精神上 and 身体上的虐待行为。 Does the factory have a document specifying probation abuse on mental and physical on punishment measures?	是	
5.2 此项规定是否传达给全体员工? Is this provision communicated to all employees?	是	
5.3 是否有员工身体受惩罚的证据? Is there evidence of physical punishment of employees?	否	
5.4 是否有员工受恶性精神虐待,辱骂或威胁的证据? Is there any evidence of employees suffering from vicious mental abuse, abuse or threat?	否	
5.5 是否有指使保安人员或管理人员(非管理人员)惩罚员工的证据? Is there any evidence that the security personnel or management personnel (non management personnel) punish the employees?	否	
5.6 罚款是否合法合理?如否,请记录罚款金额和违规情况。 Is the fine legal and reasonable? If not, please record the amount of the fine and the violation.	是	

#### 6. 歧视 Discrimination

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
6.1 工厂是否有反对歧视的文件规定? 该规定是否传达给全体员工? Does the factory have any documentation against discrimination? Is the policy communicated to all staff?	是	
6.2 招聘/工作/解雇员工是否有歧视现象? Is there discrimination in recruitment / employment / dismissal?	否	

#### 7. Freedom of association 结社自由

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
7.1 员工是否可以向管理层反馈意见么? Are employees allowed to express opinions to management?	是	
7.2 工厂是否有员工代表?他们是否由选举产生? Does the factory have employee representatives? Are they elected?	是	
7.3 管理层是否与员工代表定期开会,并形成会议记录? Does management hold regular meetings with employee representatives and	是	

form meeting minutes?		
7.4 员工代表是否了解守则要求或工厂相关规定? Is the employee representatives aware of the code requirements or the relevant factory regulations?	是	
7.5 工厂管理层代表是否对员工代表的问题采取相关行动? 请描述. Does the plant management representative take any action on the issues of employee representatives? Please describe.	是	
7.6 相对其他工人, 员工代表是否受到平等待遇? 请描述. Are employee representatives treated equally relative to other workers? Please describe it.	是	
7.7 工厂是否有工会或者其他类似的工人组织? Is there a labor union or other similar workers' organization in the factory?	是	

8. 工作环境 Work environment

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
8.1 工厂是否有符合当地法规要求关于工厂内健康,安全,环境与作业条件的文件规定? Does the factory comply with local regulations regarding documentation requirements regarding health, safety, environment and operating conditions in the factory?	是	
8.2 工厂是否有高层管理人员负责健康,安全,福利及一般设施? Does the factory have senior management personnel responsible for health, safety, welfare and general facilities?	是	
8.3 厂内设施是否保持整洁,良好的状态? Are the facilities in the factory kept neat and in good condition?	是	
8.4 是否定期开展工厂检查? Are factory inspections carried out regularly?	是	
8.5 所有设备,设施是否保持安全状态?发生故障后是否得到充分修理? Are all equipment and facilities kept in a safe state? Are they adequately repaired after a failure?	是	
8.6 是否建立有效的沟通渠道报告有关厂内外的紧急情况? Have you established effective communication ways to report emergencies inside and outside the plant?	是	
8.7 照明设施是否充足? Is there adequate lighting facility?	是	
8.8 是否定期对废弃物进行有系统收集? Is the waste collected systematically on a regular basis? 最近一次收集废物日期 Date of last waste collection:	是	
8.9 是否对所有建筑的结构与强度进行过专业检查?工厂可以出示《使用许可证》表明自己符合此项要求. Have you conducted professional inspections on the structure and strength of all buildings? The factory can show the "use permit" to show that it meets this requirement.	是	
8.10 是否对压力容器进行过专业检查? Have pressure vessels been professionally inspected?	是	
8.11 如果工厂在过去 12 个月内因违反有关安全法规而被传讯或受罚,是否在规定的时间内予以整改? If the factory has been cited or punished for violating relevant safety regulations in the past 12 months, will it make rectification within the stipulated time?	是	
8.12 是否有卫生的饮用水提供给所有员工饮用? Is clean drinking water available to all employees?	是	
8.16 厂内是否有可使用的及整洁的卫生设施? Are there sanitary facilities available in the factory?	是	
8.17 卫生间是否有可使用的及整洁的洗手设施? Is there a usable and tidy hand-washing facility in the bathroom?	是	
8.18 保安人员是否接受过充足的训练?	是	

Have security personnel trained adequately?		
8.19 工厂是否明显的吸烟或禁烟指示? Is there a clear notice of no smoking in the factory?	是	

9. 消防 Firework

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
9.1 工厂是否制定充分的应急准备方案? Does the factory have adequate contingency plans?	是	
9.2 员工是否接受过防火, 应急准备方案的培训? Have employees trained on fire prevention and contingency plan?	是	
9.3 是否指定联络人负责消防管理与应急准备? Is the contact person designated for fire management and contingency?	是	
9.4 工厂是否有报警系统通知员工撤离现场? Does the factory have an alarm system to inform employees to leave the site?	是	
9.5 是否在适当位置安装应急灯, 并对其定期检查? Are emergency lights installed in place and inspected regularly?	是	
9.6 紧急通道是否有明确标识? 是否有照明设施? 内外是否通畅无阻? Are emergency channels and exits clearly identified? Is there lighting? Is there no obstruction inside or outside?	是	
9.7 作业场所是否有疏散路线及标识以明确指示逃生方向? Are there evacuation routes and signs in the workplace to clearly indicate the direction of escape?	是	
9.8 易被误认为紧急出口的的门, 信道等是否明确标识为“非出口”? Are doors and channels that are easily mistaken for emergency exits clearly marked as "non-exits"?	是	
9.9 紧急出口门(未加锁)是否可以按逃生方向顺势直接打开, 并不需要任何特殊技巧? Can the emergency exit door (unlocked) be opened directly according to the escape direction without any special skills?	是	
9.10 工厂是否每年都进行紧急疏散演习? Does the factory conduct emergency evacuation drills every year?	是	
9.11 报警器是否有明确标识? 使用是否方便无阻? 是否保持良好状态? Is the alarm clearly identified? Is it convenient to use? Is it in good condition?	是	
9.12 是否有足够的灭火器? 是否有明确标识? 取用是否方便无阻? Are there sufficient fire extinguishers? Is there a clear identification? Is it convenient to use?	是	
9.13 灭火器是否每月进行外观检查? Are fire extinguishers visually inspected monthly?	是	
9.14 应急人员是否接受过正确使用灭火器的培训? Have emergency personnel been trained on the correct use of fire extinguishers?	是	
9.15 是否对其它防火设备进行定期检查和维修? Are other fire prevention equipment regularly inspected and maintained?	是	

10. 环境, 健康与安全管理 Environment, health and safety management

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
10.1 工厂是否制定环境, 健康与安全工作计划? 计划中应包括环境, 健康与安全及工作条件等政策和工作程序。 Does the factory have an environment, health and safety work plan, and the plan should include policies and working procedures on environment, health and safety, and working conditions?	是	
10.2 工厂是否有安全健康委员会或工作组? Does the factory have a safety and health committee or working group?	是	
10.3 工厂是否积极宣传作业场所安全健康知识? Does the factory actively publicize knowledge of workplace safety and health?	是	

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10.4 员工开始新工作之前,是否开展针对性的安全健康培训? Do employees carry out targeted safety and health training before starting new jobs?	是	
10.5 是否采取措施以确保具有潜在安全健康危险的新配件,材料,化学品,设备和产品等在未经评审前不得进入厂内? Are measures taken to ensure that new accessories, materials, chemicals, equipment and products with potential safety and health hazards are not allowed to enter the factory without review?	是	
10.6 是否向承包商说明工厂有关环境,健康与安全规定? Are the factory's environmental, health and safety regulations explained to the contractor?	是	
10.7 员工是否接受过化学品安全知识的培训? Have employees been trained on chemical safety knowledge?	是	
10.8 对生产,采购或已使用的化学品,是否都备有最新的材料安全资料说明书(MSDS)?全体员工是否都能得到以当地语言编写的 MSDS? Are the latest MSDS available for chemicals produced, purchased or used? Is MSDS written in local language available to all employees?	是	
10.9 现场是否有生产,采购和使用的危险化学品清单? Is there a list of hazardous chemicals produced, purchased and used on site?	是	
10.10 是否有洗眼器(Eyewash)及淋浴器(Shower)设在使用或存放腐蚀性化学品的地点? Is there an Eyewash and Shower located at the place where corrosive chemicals are used or stored?	是	
10.11 是否对已发生事故和未遂事故进行调查? Has the accidents and near accidents been investigated? 1) 是否作出事故/未遂事故报告? Is there report made for accidents or near accidents? 2) 是否要求并鼓励员工报告事故/未遂事故? Are employees requires and encouraged to report incidents or near accidents? 3) 是否跟踪纠正与预防措施完成情况? Is the complete status of corrective and preventive measures tracked?	是	
10.12 员工报告意外事故,是否受到歧视或者报复? Are employees discriminated or revenged if they report accidents actively?	否	
10.13 是否禁止员工穿戴宽松衣服,首饰或长发外露接近运转机械? Is it prohibited for employees to wear loose clothes, jewelry, or long hair exposed to operating machinery?	是	
10.14 机器设备是否安装有防护装置并得到使用? Is machine equipment installed with protective device and used?	是	

11. 商业诚信 Business integrity

审核问题 Audit Issues	审核结果 Audit Results	备注 Notes
11.1 内部是否有反腐败文件、政策并得到有效执行? Are there anti-corruption documents and policies in place and implemented effectively?	是	
11.2 是否防止从存在特别风险地区和组织(内战、被制裁、恐怖组织、走私武器等)采购物资、开展商业合作? Are procurement and commercial cooperation prevented from areas and organizations with special risks (Civil War, sanctions, terrorist organizations, arms smuggling, etc.)?	是	
11.3 是否有促进公平交易的政策文件? 如反贿赂、反欺诈条款? Is there a policy document to promote fair trade? Such as anti-bribery, anti-fraud provisions?	是	
最终得分 (Final score)		

第三部份（评估结果）：

Part 3(Assessment results)

总体来看，我们认为供应商/承包商 上海宜可派科技有限公司 目前状况 可以接受/不可接受 成为本公司认可供应商/承包商之一。

In general, we believe that the current situation of suppliers / contractors is acceptable / unacceptable to become one of the approved suppliers / contractors of the company.

意见（Comments）：

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评审小组签名（Signed by review team）：

评定准则：

第一部份：每一项为 1 分，评定合格得 1 分，不合格则得 0 分，总分计算公式为：

最后得分=（所得分数/总共评定项目数）\*100%

**Evaluation criteria:**

Part I: 1 point for each item, 1 point for qualified items and 0 point for unqualified items. The total score calculation formula is:

Final score = (score obtained / total number of items assessed) \* 100%

第二部份：供应商判定

Part II: Suppliers judgement

Grades	Scores	Judgement result
优 Excellent	85 及以上 >84	列为合格供应商，审核结果可维持有效期 2 年，但公司有权随时验厂跟踪。 Listed as a qualified supplier, the audit results can be maintained valid for 2 years, but the company has the right to follow up the factory inspection at any time.
良 Good	61-84	列为合格供应商，审核结果可维持有效期 1 年，但公司有权随时验厂跟踪。 Listed as a qualified supplier, the audit results can be maintained for one year, but the company has the right to follow up the factory inspection at any time.
差 Bad	60 分以下 ≤60	取消供应商资格 Cancel qualification of suppliers