

## CORPORATE RESPONSIBILITY POLICIES



### **BUSINESS CONDUCT**

Zonetrade is a company committed to conducting its business in all aspects according to rigorous ethical, professional and legal standards. Zonetrade adheres to applicable local laws and regulations, and applies common sense, logic and the basic standards of behavior expected in the societies in which we participate.

### **CONFLICTS OF INTEREST**

All employees should avoid situations where personal interests could conflict, or appear to conflict, with the interests of Zonetrade. Our reputation depends not only on our high-quality services and products but also on the way we conduct our relationships with customers, suppliers, government officials, organizations and other environments.

### **ILLEGAL PAYMENTS AND POLITICAL DONATIONS**

The making or receiving of illegal payments or inducements, such as bribes or facilitation payments or other corrupt practice, is contrary to the policy of our company.

### **RELATIONSHIPS WITH CUSTOMERS AND SUPPLIERS**

Each employee has the responsibility to ensure that there are no compromises in delivering the highest standard of services and products and that every aspect of our operations which impact upon quality, promotes and reflects these standards. No one should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information or misrepresentation of material facts.

### **ENVIRONMENT & CLIMATE CHANGE**

Our objective is to reduce our impact on the environment, including factors contributing to climate change, through a commitment to continual improvement, complying with environmental legislation and regulations in the jurisdictions where our company operates, to ensure that our major impacts are addressed.

### **WASTE**

We promote reduction of waste through elimination of packaging and encourage to reuse and recycling throughout our operations.

We also seek to assist our customers to reduce their environmental impact by providing consolidated delivery and provision of environmentally friendly products.

### **CUSTOMERS**

Our business and livelihood depend upon our customers. Every employee is responsible for ensuring that any contact with our customers and the public at large reflects professionalism, efficiency and honesty. We constantly strive to provide high quality service and products and good value for money.

## **UNILEVER RESPONSIBLE SOURCING POLICY (RSP)**

Based on Zonetrade's long-term relationship with our business partner Unilever, we enhance the mutual willingness to work with the correct suppliers. Hence, suppliers must be aligned with the below mentioned 12 points of Fundamental Principles, based on Human Rights commitment on the International Bill of Human Rights consisting of the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights and the International Covenant on Economic, Social and Cultural Rights; and the International Labour Organization's Declaration on Fundamental Principles and Rights at Work.

Further information related to **Unilever Responsible Sourcing Policy (RSP)** please find attached in the PDF in Chinese language for your full understanding.

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- THE FUNDAMENTAL PRINCIPLES ARE:**
- 1.** Business is conducted lawfully and with integrity
  - 2.** Work is conducted on the basis of freely agreed and documented terms of employment
  - 3.** All workers are treated equally and with respect and dignity
  - 4.** Work is conducted on a voluntary basis
  - 5.** All workers are of an appropriate age
  - 6.** All workers are paid fair wages
  - 7.** Working hours for all workers are reasonable
  - 8.** All workers are free to exercise their right to form and/or join trade unions or to refrain from doing so and to bargain collectively
  - 9.** All workers' health and safety are protected at work
  - 10.** All workers have access to fair procedures and remedies
  - 11.** Land rights of communities, including indigenous peoples, will be protected and promoted
  - 12.** Business is conducted in a manner which embraces sustainability and reduces environmental impact