SUPPLIER CODE OF CONDUCT
供应商行为守则

A. SPIRIT OF WIPRO
维布络精神

The Spirit of Wipro represents core values of Wipro. The three values encapsulated in the Spirit of Wipro are **Intensity to Win, Act with Sensitivity and Unyielding Integrity**.
维布络的精神体现了维布络的核心价值所在。维布络精神包含的三条价值观，分别为**锐意进取，谨慎言行和诚信不屈**。

Integrity is basically about action and behavior that is compliant with the laws of the land. Wipro always believes that there can be no compromise on Integrity. Wipro expects the same commitment from our Suppliers.
诚信，主要指活动和行为皆遵守本土的法律。维布络在诚信方面总是秉着绝不妥协的信念。维布络要求 我们的供应商有相同的承诺。

At Wipro, we also believe that our suppliers, agents, service providers, channel partners, dealers, distributors and vendors ("Suppliers") make significant contributions to our success and we respect and treat our Suppliers in an ethical manner. Wipro Suppliers are selected based on their merit, competitive price, quality and performance. Importantly, we require our Suppliers to conduct their businesses in legal and ethical manner.
维布络相信供应商、代理商、服务供应商、渠道伙伴、经销商、分销商和销售商（以下简称"供应商"） 为我们的成功做出了重要贡献，我们向供应商至以崇高的敬意。维布络的供应商是根据其品质、竞争价 格、质量和表现精心挑选出来的。重要的是，我们要求供应商合法及诚信地从事业务活动。

Towards this, we give below a quick summary of our Supplier Code of Conduct ('Code').
为达到以上要求，我们将供应行为守则（以下简称"守则"）的规定简要总结如下。

B. ELEMENTS OF SUPPLIER CODE OF CONDUCT
供应商行为守则要素

1. APPLICABILITY
适用性

This Code shall apply to all Suppliers who engage in business relationships with Wipro or on behalf of Wipro. The term 'Wipro' shall include all its group companies, subsidiaries and affiliates.
本守则适用所有与维布络存在业务往来或代表维布络进行业务活动的供应商。"维布络"应包含其集团 下所有的公司、子公司和关联公司。

2. FORCED OR COMPULSORY LABOUR
强制或强迫劳动

Wipro Suppliers shall ensure that their employees are employed out of their own free will. Wipro Suppliers shall prohibit forced labour or other compulsory labour in any of their operations.
维布络的供应商应保证其员工皆自愿为其工作。维布络的供应商应在其经营过程中禁止强迫员工工作或 其他形式的强迫劳动。

3. PROHIBITION ON CHILD LABOUR
禁止雇佣童工

We expect commitment from our Suppliers in implementing the applicable laws against child labour. To promote eradication of child labour in a pro-active manner, we encourage our Suppliers to work towards a no child-labour policy.
我们要求供应商承诺执行禁止雇佣童工的相关法律。为积极主动地消除雇佣童工现象，我们鼓励供应商 向零童工目标作出努力。

4. EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION/ NO HARRASSMENT
平等工作机会和无歧视/无骚扰

Wipro Suppliers shall treat their employees with respect and dignity, offer equal opportunity to their employees and encourage them to work in an environment that is free from discrimination and harassment. Wipro Suppliers shall not encourage discrimination in any employment-related matters on the basis of ethnic and national origin, race, caste, religion, language, disability, sex etc., with the exception of any local law requirement to adopt affirmative action in a particular geography. Wipro Suppliers shall have the right to establish and promote favorable employment conditions to promote positive relationships among their employees, to facilitate employee communications, and to support employee development.
维布络的供应商应充分尊重其每位员工、为其员工提供平等的工作机会、并鼓励每位员工在无歧视和无 骚扰的环境中工作。维布络的供应商应避免在雇佣相关工作中出现歧视，无论是关于民族和国籍、种族、 种姓、宗教、语言、残疾、性别等方面，但根据当地法律的要求可在特定的地域中采取积极的措施。维 布络的供应商有权建立和完善良好的工作条件以便与员工建立积极的关系，及增进员工之间的沟通并支 持员工个人发展。

5. WAGES AND BENEFITS
工资和福利

Wipro Suppliers shall ensure compliance with all applicable laws, rules and regulations in making minimum wage payment to their employees and provide legally-mandated benefits.
维布络的供应商应确保遵守所有适用的法律、法规和规章，以提供员工最低工资保障和法定福利保障。

6. ENVIRONMENT, HEALTH AND SAFETY
环境、健康和安全

Wipro Suppliers are expected to contribute to preserving nature and be responsible for conducting safe and environmentally-sound operations. There is a direct impact on the environment through our daily consumption needs of natural resources via energy, water and other inputs in our process. Wipro Suppliers shall comply with applicable environment and related laws and regulations.
维布络要求其供应商能为自然环境保护作出贡献，保证其经营活动对环境是安全无害的。我们正常经营 过程中对能源、水及其他自然资源的日常消耗对环境有直接的影响。维布络的供应商应遵守关于环境保 护的相关法律和法规。

As regards Health & Safety, Wipro Suppliers shall take appropriate measures to prevent workplace injuries and ill health and to provide employees with a safe and healthy working environment by considering evolving industry practices and societal standards of care.
关于健康和安全方面，维布络的供应商应采取适当的措施以防止工伤和职业病，并随着行业实践和社会 福利水平的不断发展，给员工提供一个安全和健康的工作环境。

7. BUSINESS RELATIONSHIP AND COMPLIANCE WITH ANTI-BRIBERY LAWS 商业关系和反贿赂法律的遵守

The anti-bribery laws make it unlawful to make a corrupt payment (either directly or through agencies or intermediaries) or act in furtherance of such a corrupt payment for the purpose of obtaining or retaining business or to influence any business decision.
反贿赂法律规定，为了获得或维持业务或为了影响商业决定，支付贿赂款项（无论是直接或通过代理人 或中介进行贿赂）或促使贿赂的行为是违法的。

Suppliers must note that any payments made in order to assist the firm in obtaining or retaining business or directing business to any other person will violate this Code and is also not an acceptable practice when dealing with Wipro.
供应商必须注意，为了协助公司获得或维持业务或将业务分配给任何其他人员而进行贿赂将视为违反本 守则，且在与维布络交易的过程中，是不被接受的。

Wipro Suppliers shall not give, offer, promise to offer, or authorize the offer, directly or indirectly (i.e. proxy bribing), anything of value (such as money, shares, goods or service) to any third party, government officials or officials of any political party, which could be regarded as influencing any business decision or for obtaining improper advantage.
维布络的供应商不得为了影响任何商业决定或为了获得不正当利益之目的，直接或间接（如代理贿赂） 赠予、给予、承诺给予或授权给予任何有价物（如金钱、股权、商品或服务）给任何第三方、政府官员 或任何政治团体的官员。

Wipro Suppliers shall raise invoices, bills and claims only for the services and/or supplies actually provided as per the terms of the contract with Wipro and such payment requests shall be submitted in detail as agreed with Wipro. Wipro Suppliers shall not make or submit any false or misleading entries in the invoice, bill and/or claim to Wipro. Any false statement or misleading entries on any invoice, bill and/or claim by Wipro Suppliers, shall subject them to possible termination of the contract.

维布络的供应商应根据与维布络签署之合同中所列明条件，就实际提供的服务和/或物品开具发票、账 单和提出权利主张，且付款要求应提交符合维布络要求的明细。维布络的供应商不得出具或提交虚假或 误导性的发票、账单和/或权利主张。如果任何发票、账单和/或权利主张包含有虚假的陈述或误导性的 条目，则可能导致合同的终止。

Gifts or entertainment or anything of value shall not be offered by Wipro Suppliers to any of the employees of Wipro, with intent to obtain or retain business, or to influence any business decision.
维布络的供应商不得向维布络的任何员工提供礼物或娱乐款待或任何有价物，从而目的在于获得或维持 业务关系或影响任何商业决定。

8. CONFIDENTIALITY
保密

Wipro Suppliers shall protect business and personal information of a confidential nature obtained as a result of business relationship for performing jobs assigned by Wipro and not share with unauthorized persons in any manner whatsoever. Wipro confidential information also includes any employee information, personal data and third party information in Wipro's custody as shared by Wipro.
由于完成维布络分派的工作而获得的具有保密性质的商业和个人信息，维布络的供应商应对其保密且不 得以任何形式披露给未经授权的任何人。维布络的保密信息包括任何由维布络保管的且由其披露的员工 信息，个人数据和第三方的信息。

9. MAINTENANCE OF RECORDS
文件的保存

Wipro Suppliers shall maintain their books and records as per applicable laws and regulations.
维布络的供应商应根据相应法律和法规保存其账簿和记录。

10. USE OF WIPRO ASSETS AND ELECTRONIC RESOURCES
维布络资产和电子资源的使用

Wipro Suppliers shall ensure that their employees utilize any Wipro's assets (both tangible and intangible) and electronic communication devices/ resources in a legal and ethical manner.
维布络的供应商应保证其员工合法且诚信地使用任何维布络的资产（包括有形和无形）以及电子交流设 备/资源。

11. COMMUNICATIONS
沟通

Wipro Suppliers shall periodically communicate the standards of this Code to their employees and are encouraged to conduct periodic self-evaluations to ensure compliance.
维布络的供应商应定期地与其员工就守则标准进行沟通，并鼓励供应商定期进行自我评价以确保守则的 遵守。

12. VIOLATIONS OF THIS CODE OF CONDUCT
行为守则的违反

Failure to comply with this Code or any other applicable law/regulations by Wipro Suppliers shall result in Wipro's termination of our business relationship/ association/ contract with the Supplier.
如果维布络的供应商违反本守则或任何相关的法律/法规，将导致维布络与该供应商之间的业务关系/联 系/协议的终止。

13. SPEAKING UP
说出来

Wipro's endeavour is to foster an environment of open and honest communication. Wipro Suppliers are encouraged to raise concerns with respect to any of the suspected violations of this Code or any other specific concern (s) arising out of their business relationship with Wipro or any of their employees with our Corporate Ombudsperson at ombuds.person@wipro.com or call our toll free numbers: 00-800-2002-0033, or our Greater China Ombudsperson johnchung@wipro-unza.com.cn at +86 769 2199 4680.
维布络竭力创造一个开放而真诚的沟通环境。维布络鼓励其供应商对任何可能违反本守则的行为或其他 与维布络业务或员工相关的问题与公司监察员 ombuds.person@wipro.com，免费电话：00-800-2002-0033， 或我方大中华监察员 johnchung@wipro-unza.com.cn，电话 +86 769 2199 4680，沟通。

Wipro Suppliers shall prohibit retaliation against their employees who participate in raising concerns through ombuds process in good faith.
维布络的供应商不得对善意参与监督的员工进行报复。

14. COMPLIANCE
遵守守则

Wipro Suppliers shall read, understand and affirm compliance to this Code on an annual basis.
维布络的供应商应阅读、理解本准则，并每年确认其符合本守则要求。