

## Code of Conduct 行為守則

**Wide Ocean Printing Co Limited** and its subsidiaries & associated companies (Hereafter named “Wide Ocean”) committed to comply with this Code of Conduct with high degree of professional ethics, conduct and legal standards in all aspects and establish a positive, responsible, and sustainable work environment and evolve into one of the responsible and environmentally friendly printing companies.. We are committed to:

**滙洋印刷有限公司**及其屬下和相關聯營公司(以下簡稱“滙洋”)承諾在各方面以高度的職業道德、行為和法律標準遵守本行為準則，建立積極、負責和可持續的工作環境，並發展成為負責任和推動環保印刷公司之一。我們承諾致力於：

- 1. Compliance with Laws and Regulations:** All of us comply with local laws and regulations.  
**遵守法律和法規：**全體全人遵守當地法律法規。
- 2. High degree of professional ethics and conduct:** Wide Ocean guided by integrity and ethical principles to ensure transparency and fairness in all activities and adhering to industry standards and legal requirements to fulfill our job responsibilities.  
**高度的職業道德和專業操守：**滙洋以誠信和道德原則為基礎，確保所有業務活動的透明度和公正性並遵守行業準則和法律要以履行工作職責。
- 3. Protection of labour rights:** Wide Ocean ensure that their employees enjoy basic labor rights, including legal wages, legal working hours, safe and healthy working conditions etc.  
**保護勞工權益：**滙洋確保其員工享有基本勞工權益，包括合理及規定的最低工資、合法工時、安全和健康工作環境等。
- 4. No Force Labour:** Involuntary or labour obtained from human trafficking shall not be used. Employee overtime is voluntary.  
**禁止強迫勞動：**不得使用非自願勞動或從人口販運中獲得的勞動。加班是自願。
- 5. No Child Labour:** We do not employ workers below the minimum age required by national or local laws or regulations, whichever is higher.  
**禁止童工：**我們不得雇用低於國家或地方法律或法規規定的最低年齡（以較高者為準）的工人。
- 6. No Discrimination:** We provide fair and reasonable job opportunities, and the employment is based on the individual’s ability and work needs, including but not limited to race, social stage, nationality, religion, disability, gender orientation and age.  
**禁止歧視：**我們提供公平合理的工作機會，聘用是根據個人的工作能力和工作需要作出決定，包括但不限於種族、社會階段、國籍、宗教、殘疾、性別取向和年齡。

## Code of Conduct 行為守則

7. **Sexual harassment:** We prohibit sexual harassment in the workplace or workplace, including sexual coercion, threats, abuse or exploitative language, posture and physical contact.  
**性騷擾：**我們禁止在工廠或辦公場合有性騷擾行為，包括性強迫、威脅、凌辱或剝削性 等有關的語言、姿勢和身體的實際接觸。
8. **Environmental protection:** We are committed to reducing our impact on the environment. We will take energy-saving and emission-reducing measures and use environmentally friendly materials and printing technologies.  
**環境保護：**我們致力減少對環境的影響。我們努力採取節能減排措施，並使用環保材料和印刷技術。
9. **Anti-corruption and bribery:** We adhere to the principles of fair competition and refuse to participate in any form of corruption and bribery, including bribery, bribery, abuse of power, etc.  
**反腐敗和賄賂：**我們遵守公平競爭原則，拒絕參與任何形式的腐敗和賄賂行為，包括行賄、受賄、濫用職權等。
10. **Combating counterfeiting and piracy:** We take necessary measures to combat counterfeiting and piracy activities including report misconduct, protecting intellectual property rights and the interests of our customers.  
**開放溝通：**我們鼓勵開放和透明的溝通包括舉報不當行為，建立良好的內部和外部溝通管道，以促進合作和理解。
11. **Continuous improvement, training, and development:** We constantly strive to improve our processes, technologies, environmental conditions and ongoing training & development provide employees with a safe and professional skill working environment and in turns let us to meet the changing needs of customers.  
**持續改進，培訓和發展：**我們不斷努力提高我們的印刷技術，流程，環境條件和持續的培訓和發展機會，為員工提供安全和專業技能的工作環境，進而讓我們滿足客戶不斷變化的需求。
12. **Data protection and information security:** We ensure that all of customer, partners and stakeholders' data and confidential information are properly protected and take necessary measures to prevent access or disclosure.  
**資料保護和資訊安全：**我們確保妥善保護客戶，合作夥伴和相關利益者的數據和機密資訊得到適當的保護，並採取必要的措施來防止未經授權的訪問或洩露。

Approved By: Patrick Mak (MD)

審批者：總經理麥國耀

Issued in April 2022

生效日期：2022 年 04 月 01 日