

派纳维森（苏州）电气科技有限公司 Panawincn Electric Co., Ltd	手册编号:PNWC-M-01 The manual No: PNWC-M-01	页码: 1/104 版本: 受控文件 Revision:H
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派纳维森（苏州）电气科技有限公司

Panawincn Electric Co., LTD

# 环境、职业健康安全 管理手册

## Environment, occupational health and safety Management manual

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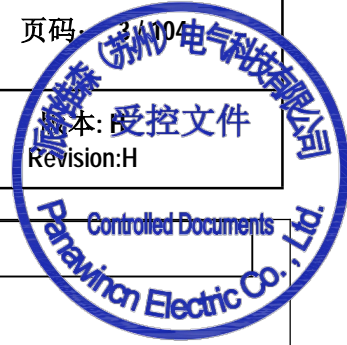
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## 0.1 修订记录

变更日期 Change date	变更章节 Change chapter	版本 Revision	修改内容 Modify content
2016.05.27	0.3	A1	更新管理者代表 Update management representative
2017.04.5	0.3	A2	更新管理者代表 Update management representative
2017.12.13	全文 Full tex	B	依照 ISO9001:2015 及 ISO14001: 2015 修订全文 Revised in accordance with ISO9001:2015 and ISO14001:2015
2020.01.15	全文 Full tex	C	依照 ISO45001: 2018 修订全文 Revised in accordance with ISO 45001:2018
2020.05.08	0.6/0.8/5.0	D	1.方针增加员工参与的说明; 2.更新管理者以及员工代表的职责; 3.更新 5.4 章节, 完善工作人员的协商和参与的要求。 1. Instructions on the policy to increase employee participation; 2.Update the responsibilities of managers and employee represent atives; 3.Update section 5.4 to improve the requirements for staff consul tation and participation.
2021.08.20	0.4/0.5/0.8	E	1.变更公司经营地址; 2.修订组织架构、职责与权限; 3.变更管理者代表 1. Change the business address of the company; 2. Revise the organizational structure, responsibilities and authority; 3. Change management representatives.
2022.03.30	全文 Full tex	F	公司名称变更, 由原派纳维森(苏州)线束系统有限公司变更为派纳维森(苏州)电气科技有限公司 Company name change, from the former Pinavison (Suzhou) Wiring Harness System Co., Ltd. changed to Pinavisen (Suzhou) Electric Technology Co., LTD.
2024.08.27	0.8	G	删除组织架构图, 增加人事部制定组织架构的要求 Delete the organizational chart and add the requirements for the Personnel department to formulate the organizational structure
2025.09.11	0.5	H	公司增加新场地主要生产电缆产品, 地址: 江苏省苏州市昆山千灯镇瞿家路 412 号 The company has added a new site mainly for the production of cable products. Address: No. 412, Qujia Road, Qiandeng Town, Kunshan City, Suzhou City, Jiangsu Province.

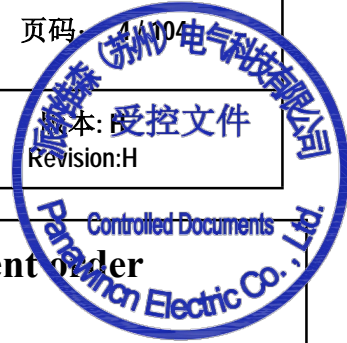
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### 0.3 管理手册实施令 Management manual enforcement order

本公司依据 ISO14001:2015、ISO45001:2018 标准管理体系要求，结合我公司实际，编制管理手册，它适用于我公司对于所生产产品的环境和职业健康安全的管理，本管理手册是公司管理体系纲领性和法规性文件，并有程序文件和作业指导书等文件作为相关支持文件。


The company according to ISO14001:2015, ISO45001:2018 standard management system requirements, combined with the actual situation of the company, the preparation of management manual, which is applicable to the company for the production of environmental and occupational health and safety management of products, this management manual is the company's management system programmatic and legal documents. And there are program documents and work instructions and other documents as relevant supporting documents.

本管理手册表述本公司正在运行中的“以顾客、社会、员工为焦点”的管理体系。它规定了公司的管理方针、管理目标、组织机构设置、各管理层的职责和相互关系，明确了管理体系所需要的过程组成、过程顺序和过程间相互作用、各过程有效控制的准则和方法，并通过监视、测量和分析这些过程，采取必要的改进措施，确保了管理体系运行的适宜性、充分性和有效性。

This management manual describes the company's ongoing "customer, social, employee focused" management system. It specifies the company's management policy, management objectives, organizational structure setting, the responsibilities and relationships of each management level, defines the process composition, process sequence and interaction between processes required by the management system, and the criteria and methods for effective control of each process, and takes necessary improvement measures through monitoring, measuring and analyzing these processes. It ensures the suitability, adequacy and effectiveness of the management system.

本管理手册由质量部起草，管理者代表审核，总经理批准发布，全体员工必须以本手册和相关支持性文件来规范和协调本公司的环境、职业健康安全活动，并采取必要的改进措施，确保本公司管理方针和目标的实现。本公司其它文件要与之保持相容，不能相抵触。本手册可作为对外提供环境、职业健康安全声明和第三方审核使用。

This management manual is drafted by the Quality Department, reviewed by the management representative and approved by the general manager. All employees must use this manual and related supporting documents to regulate and coordinate the company's environmental and occupational health and safety management activities, and take necessary improvement measures to ensure the realization of the Company's management policies and objectives. Other documents of

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the company shall be consistent with it and shall not contradict it. This manual can be used to provide external environmental and occupational health and safety management statements and third-party audits.

总经理 General manager:



日期 Date:

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## 0.4 管理者代表任命书 Letter of appointment of management representative

为确保本公司职业健康安全管理体系能持续、有效地运行，兹任命梅丛华为管理者代表，全面负责公司的环境、职业健康安全管理工作。其职责及权限如下：

In order to ensure the continuous and effective operation of the company's occupational health and safety management system, Mei Conghua is hereby appointed as the management representative to be fully responsible for the company's environmental and occupational health and safety work. Its duties and powers are as follows:

- 1、负责按 ISO14001:2015、ISO45001:2018 标准要求建立、实施和保持环境、职业健康安全管理体系。
- 2、不定期向总经理报告公司环境、职业健康安全管理体系的业绩和任何改进的需求。
- 3、确保在公司内提高满足顾客要求的意识、环境保护意识和职业健康安全意识。
- 4、负责公司环境、职业健康安全管理体系有关事宜的对外联络。

1. Responsible for establishing, implementing and maintaining environmental and occupational health and safety management system according to ISO14001:2015 and ISO45001:2018 standards.

2. Report the performance of the company's environment, occupational health and safety management system and any improvement needs to the general manager from time to time.

3. To ensure that in the company to improve the awareness of customer requirements, environmental protection awareness and occupational health and safety awareness.

4. Responsible for the company's environment, occupational health and safety management system related matters.

总经理 General manager:

日期 Date:

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## 0.5 公司简介 Company profile

### □ 公司成立 Company establishment

派纳维森（苏州）电气科技有限公司成立于二零壹三年 Panawincn (Suzhou) Electric Technology Co., Ltd. was established in 2013

### □ 发展历程 Development course

2013 年	公司成立（专业生产风力发电机线束、纺织机械线束、测量仪器线束） The company was established (specializing in the production of wind turbine harness, textile machinery harness, measuring instrument harness)
2014 年 2 月	生产第一批风电线束（铜编织线） Production of the first wind power harness (copper braided wire)
2015 年 4 月	开始 GPS 用线束的生产 Start the production of wiring harnesses for GPS
2016 年 8 月	开始新能源汽车线束的生产 Start the production of new energy vehicle wiring harness
2017 年 8 月	公司搬迁至苏州市高新区枫桥街道泰山路 599 号 The company moved to No.599 Taishan Road, Fengqiao Street, High-tech Zone, Suzhou City
2021 年 4 月	公司搬迁至自建厂房苏州市昆山市千灯镇西纬路 9 号 The company moved to the self-built factory, No.9 West Wei Road, Qiandeng Town, Kunshan City, Suzhou
2022 年 3 月	公司发展需要，将公司名称变更为派纳维森（苏州）电气科技有限公司 The company's development needs, the company name will be changed to Panawincn(Suzhou) Electrical Technology Co., LTD
2025 年 3 月	公司增加新场地主要生产电缆产品，地址：江苏省苏州市昆山千灯镇瞿家路 412 号 The company has added a new site mainly for the production of cable products. Address: No. 412, Qujia Road, Qiandeng Town, Kunshan City, Suzhou City, Jiangsu Province.

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□ 公司环境、职业健康安全管理体系 Company environment, occupational health and safety management

为提高公司环境、职业健康安全管理体系水平，尽快与国际接轨，本公司致力于 ISO14000、ISO45000 系列标准的宣传，目前已按 ISO14001:2015、ISO45001:2018 管理体系的要求建立了文件化的管理模式，并在实际工作中得到落实与开展，污染预防、安全防范、遵法创新，力求为顾客提供有效、稳定的优质产品和良好的售后服务，以及增加相关方的满意度。

In order to improve the company's environment, occupational health and safety management level, as soon as possible with the international standards, the company is committed to ISO14000, ISO45000 series of standards publicity, has been ISO14001:2015, ISO45001:2018 management system requirements to establish a documented management model, And in the actual work has been implemented and carried out, pollution prevention, safety prevention, compliance with the law innovation, and strive to provide customers with effective, stable quality products and good after-sales service, as well as increase the satisfaction of relevant parties.


## 0.6 管理方针、目标 Management policy, objectives

一、环境、职业健康安全（EHS）管理方针：Environmental, Occupational Health and Safety (EHS) Management Policy:

遵守法律法规、污染预防、安全生产、持续改进。Compliance with laws and regulations, pollution prevention, safe production, continuous improvement.

EHS 管理承诺：EHS management commitment:

1. 严格遵守国家和地方有关环境和职业健康安全方面的法律法规；
2. 从材料、设备、物资的采购，产品生产、服务全过程实行污染预防，减少各种污染物的产生和排放；
3. 加强污染防治、不断改进产品工艺和设备，节约资源、能源，努力实现污染物处理全面达标、排量递减，持

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续改进环境绩效;

4. 从员工的需求和安全出发, 为员工创建一个安全舒适的工作环境, 建立健全的安全操作规程, 保证有效的安全培训, 制作安全责任制, 引导员工关心安全;
  5. 鼓励及支持员工协商和参与的活动, 重视员工对于职业健康和安全体系方面的反馈意见;
  6. 对职业健康安全涉及的生产活动中的人、机、料、法、环方面进行控制, 并持续改续以提升职业健康安全管理绩效;
  - 7.保障足额、持续的安全投入, 专项用于安全设施建设、劳动防护用品配备、安全培训教育、安全隐患排查治理及应急物资储备, 确保安全资源有效配置与足额保障;
  - 8.向供应商、承包商、合作伙伴等相关方明确提出环境与职业健康安全管理要求, 将安全合规纳入合作准入、过程监督与绩效评价, 督促其落实安全责任, 协同构建全链条安全管理体系;
  - 9.遵守《节约能源法》《应对气候变化法》及其他适用法律法规;
  - 10.能源与温室气体管理: 承诺通过提升能效、扩大可再生能源比例和绿色交通, 持续降低运营及交通环节的能源消耗与范围 1+2 温室气体排放;
  - 11.水资源管理: 遵守运营所在地取水、排水及水质相关法律法规, 持续降低水耗强度并提升循环利用率;
  - 12.生物多样性管理: 承诺在直接运营及供应链中避免、最小化并对剩余影响进行修复, 以保护当地生态系统、物种及遗传多样性; 同时保障所有受本公司运营影响的动物福利, 确保其免受不必要的压力、疼痛或痛苦;
  - 13.大气污染物管理: 承诺持续削减直接运营产生的 SO<sub>x</sub>、NO<sub>x</sub>、VOC、PM、粉尘、气味、噪声、光污染及交通拥堵排放, 保护当地空气质量;
  - 14.废弃物与有害材料管理: 承诺在直接运营中持续减少原材料、化学品及各类废弃物用量, 优先采用低毒、低害替代材料, 并确保危险废弃物 100%合规处置;
  - 15.环保服务与倡导: 承诺为客户提供低碳、可循环的创新解决方案, 帮助其诊断并减少消费环节的碳足迹与环境影响;
1. Strictly abide by national and local laws and regulations on environmental and occupational health and safety;
  2. Implement pollution prevention in the whole process of purchasing materials, equipment and materials, production and service, and reduce the generation and discharge of various pollutants;
  3. Strengthen pollution prevention and control, continuously improve product processes and equipment, save resources and energy, strive to achieve comprehensive pollutant treatment standards, emission reduction, and continue to improve environmental performance;

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4. Based on the needs and safety of employees, create a safe and comfortable working environment for employees, establish sound safety operation procedures, ensure effective safety training, make safety responsibility system, and guide employees to care about safety;
5. Encourage and support employee consultation and participation activities, and value employee feedback on the occupational health and safety system;
6. Control the human, mechanical, material, legal and environmental aspects of production activities related to occupational health and safety, and continue to improve the performance of occupational health and safety management;
7. Guarantee sufficient and continuous safety investment, specially used for the construction of safety facilities, allocation of labor protection articles, safety training and education, investigation and management of potential safety hazards, and reserve of emergency materials, so as to ensure the effective allocation and full guarantee of safety resources;
8. Clearly put forward environmental and occupational health and safety management requirements to suppliers, contractors, partners and other relevant parties, integrate safety compliance into cooperation access, process supervision and performance evaluation, urge them to implement safety responsibilities, and jointly build a full-chain safety management system;
9. Comply with the Energy Conservation Law, the Climate Change Response Law, and other applicable laws and regulations;
10. Energy & GHG Management: commit to continuously reducing energy consumption and Scope 1+2 greenhouse-gas emissions from operations and transportation by improving energy efficiency, expanding renewable-energy share, and adopting green mobility;
11. Water resources management: comply with all applicable laws and regulations on water withdrawal, discharge and water quality in the places where we operate, continuously reduce water-use intensity and increase recycling rates;
12. Biodiversity management: commit to avoiding, minimizing and remedying any remaining impacts in our own operations and across our supply chain to protect local ecosystems, species and genetic diversity, while safeguarding the welfare of all animals affected by our operations and ensuring they are free from unnecessary stress, pain or suffering;
13. Air pollutant management: commit to continuously reducing SOx, NOx, VOC, PM, dust, odor, noise, light pollution and traffic congestion emissions from our direct operations to protect local air quality;
14. Waste & hazardous materials management: commit to continually reducing the use of raw materials, chemicals and all types of waste in our direct operations, prioritizing less-toxic and less-hazardous alternatives while ensuring 100%

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compliant disposal of hazardous waste;

15. Green services & advocacy: commit to providing customers with low-carbon, circular innovative solutions that help them diagnose and reduce the carbon footprint and environmental impacts of their consumption.

## 二、管理目标：Management objectives:

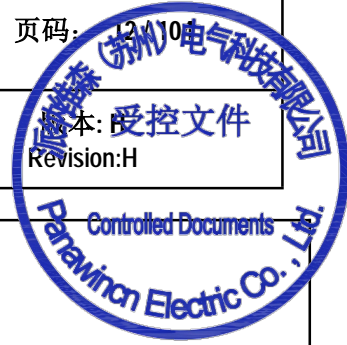
以下为公司 EHS 管理体系确定的主要管理目标：

- 1) 实现生产无环境污染事故；
- 2) 节约用水、用电、用纸；
- 3) 按环保规定处理固体废弃物；
- 4) 减少轻伤事故的次数，不发生重伤和死亡事故；
- 5) 不发生职业病；
- 6) 不发生火灾、爆炸事故；
- 7) 废气、废水、噪音排放达标；
- 8) 劳动保护用品配备覆盖率 100%；
- 9) 生产及办公有害固体废弃物回收处置率 100%；
- 10) 以 2023 年为基准，到 2030 年每万元产值范围 1 和范围 2 的温室气体绝对排放量减少 50%；
- 11) 以 2023 年为基准，到 2030 年每万元产值范围 3 的温室气体绝对排放量减少 30%；
- 12) 以 2023 年为基准，到 2030 年实现单个产品用水量减少 25%，并确保生活污水 100%合规排放；
- 13) 生物多样性投诉为 0；
- 14) 以 2023 年为基准，到 2030 年挥发性有机物（VOC）排放量绝对减少 35%；
- 15) 以 2023 年为基准，到 2030 年每万元产值所产生并送往垃圾填埋场的废弃物总量减少 30%；
- 16) 到 2030 年，为客户提供所有产品的碳足迹信息；
- 17) 与 2024 年相比，到 2030 年实现与工作相关的事故数量减少 20%。

The following are the main management objectives of the company's EHS management system:

- 1) To achieve production without environmental pollution accidents;
- 2) Save water, electricity and paper;
- 3) Treat solid waste according to environmental regulations;
- 4) Reduce the number of minor injuries, no serious injuries and deaths;

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- 5) No occupational diseases;
- 6) No fire or explosion accident;
- 7) Ensure that emissions of exhaust gas, waste water and noise meet the standards;
- 8) 100% coverage of labor protection supplies;
- 9) 100% recovery and disposal rate of harmful solid waste from production and office;
- 10) Taking 2023 as the base year, the absolute Scope 1 and Scope 2 greenhouse gas emissions per RMB 10,000 of output value will be reduced by 50% by 2030.;
- 11) Taking 2023 as the base year, the absolute Scope 3 greenhouse gas emissions per 10,000 yuan of output value will be reduced by 30% by 2030.
- 12) Taking 2023 as the baseline year, we will achieve a 25% reduction in water consumption per unit product by 2030, and ensure 100% compliant discharge of domestic wastewater.;
- 13) Zero biodiversity-related complaints;
- 14) Taking 2023 as the baseline year, achieve an absolute reduction of 35% in volatile organic compound (VOC) emissions by 2030;
- 15) Taking 2023 as the baseline, the total amount of waste generated and sent to landfills per RMB 10,000 of output value will be reduced by 30% by 2030;
- 16) Provide carbon-footprint information for all products by 2030.
- 17) Achieve a 20% reduction in work-related accidents by 2030 compared with 2024.

### 三、能源与温室气体（GHG）排放管理政策

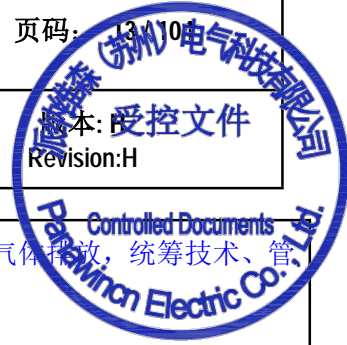
为响应国家“双碳”战略及节能降碳政策要求，践行绿色发展理念，规范公司能源使用与温室气体排放全流程管理，提升能源利用效率，控制碳排放总量，推动绿色低碳转型，特制定本政策。全体员工、部门及供应链核心合作伙伴均需严格遵守并协同落实。

#### 1、核心原则：

(1) 节约优先，减排协同：将节能降耗贯穿生产、办公、运营全流程，以能效提升和能源结构优化为核心，同步实现温室气体减排目标；

(2) 合规约束，标准引领：严格遵守《节约能源法》《碳排放权交易管理办法（试行）》等法律法规，对标 ISO 50001 能源管理体系、ISO 14064 温室气体核算标准，构建高标准管理体系；

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(3) 全口径管控，系统推进：覆盖能源消费全环节及范围 1、范围 2、重点范围 3 温室气体排放，统筹技术、管理、市场手段，实现能源与碳管理协同增效；

(4) 创新驱动，持续改进：推广清洁能源与节能降碳技术，建立数据驱动的动态优化机制，推动能源利用与碳排放管理水平持续提升。

### 2、管理目标：

(1) 能源效率提升：持续降低单位产值能耗，推动重点耗能设备能效达到行业先进水平，通过提高运营过程中的能效和可再生能源使用率来减缓气候变化；

(2) 能源结构优化：提升可再生能源使用占比，提高余热余压回收利用率，逐步降低化石能源消费占比，优化能源消费结构；

(3) 碳排总量控制：以 2023 年为基准，到 2030 年每万元产值范围 1 和范围 2 的温室气体绝对排放量减少 50%；逐步降低范围 3 重点领域碳排放强度；

(4) 体系合规完善：建立并有效运行 ISO 50001 能源管理体系和 ISO 14064 温室气体核算体系，定期开展能源审计与碳足迹核算，制定中长期节能降碳路线图；按时完成碳排放权配额清缴与信息披露。

### 3、重点措施：

#### 能源结构优化与清洁替代：

(1) 优先采购绿电、绿色电力证书（绿证），因地制宜推广分布式光伏、风能等可再生能源项目，逐步提高可再生能源在总用能中的占比；

(2) 推进生产用能“电代煤”“气代煤”清洁替代，逐步淘汰高耗能、高污染的化石能源设备，优化能源加工转换效率，减少二次能源损耗；

(3) 加强余热、余压、余气回收利用，推广能量系统优化技术，将回收能源用于生产或生活环节，降低一次能源消耗。

#### 设备与工艺节能降碳改造：

(1) 新购设备符合国家能效标准，优先选用节能标杆产品；定期对老旧高耗能设备进行节能改造或淘汰更新，建立重点耗能设备全生命周期管理台账；

(2) 推进生产工艺优化升级，推广循环用水、串联用水、高效换热等节能技术，降低单位产品能耗；针对工艺过程温室气体排放，推广低碳替代工艺，减少工艺逸散排放；

#### 运营过程管控与计量监测：

(1) 健全能源与碳排放计量监测体系，对不同能源类型、不同排放源分别配备合格计量器具，实现主要用能环

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节和排放源实时监测，确保数据真实、准确、可追溯；

(2) 规范办公与后勤用能管理：合理控制空调温度（夏季不低于 26℃、冬季不高于 20℃），减少不必要的用电设备；推广节水器具，严控管网漏损，协同降低能源间接消耗。

#### 4、价值链协同减碳：

(1) 定期开展能源管理、碳排放核算、低碳技术等专业培训，提升员工业务能力；通过内部宣传栏、线上平台等渠道普及节能减碳知识，鼓励员工提出合理化建议；

(2) 推动供应链绿色协同，共同打造绿色价值链。

To respond to the national "dual carbon" strategy and energy conservation and carbon reduction policy requirements, practice the concept of green development, standardize the whole-process management of the company's energy use and greenhouse gas emissions, improve energy use efficiency, control total carbon emissions, and promote green and low-carbon transformation, this policy is formulated. All employees, departments and core supply chain partners must strictly abide by and collaboratively implement it.

#### 1. Core Principles

(1) Prioritize conservation and synergize emission reduction: Integrate energy conservation and consumption reduction into the entire process of production, office and operation, focus on improving energy efficiency and optimizing energy structure, and simultaneously achieve greenhouse gas emission reduction goals.


(2) Compliance constraints and standard leadership: Strictly abide by laws and regulations such as the Energy Conservation Law and the Measures for the Administration of Carbon Emission Rights Trading (Trial), align with ISO 50001 energy management system and ISO 14064 greenhouse gas accounting standards, and build a high-standard management system.

(3) Full-caliber control and systematic promotion: Cover all links of energy consumption and Scope 1, Scope 2, and key Scope 3 greenhouse gas emissions, and coordinate technical, management and market means to achieve synergistic efficiency of energy and carbon management.

(4) Innovation-driven and continuous improvement: Promote clean energy and energy-saving and carbon reduction technologies, establish a data-driven dynamic optimization mechanism, and continuously improve the level of energy use and carbon emission management.

#### 2. Management Objectives

(1) Improve energy efficiency: Continuously reduce energy consumption per unit of output value, promote the energy

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efficiency of key energy-consuming equipment to reach the advanced level of the industry, and mitigate climate change by improving energy efficiency and renewable energy utilization rate in the operation process.

(2) Optimize energy structure: Increase the proportion of renewable energy use, improve the utilization rate of waste heat, residual pressure recovery, gradually reduce the proportion of fossil energy consumption, and optimize the energy consumption structure.

(3) Total Carbon Emission Control: Taking 2023 as the baseline year, achieve a 50% reduction in absolute Scope 1 and Scope 2 greenhouse gas emissions per RMB 10,000 of output value by 2030; gradually reduce the carbon emission intensity of key Scope 3 sectors..

(4) Improve system compliance: Establish and effectively operate the ISO 50001 energy management system and ISO 14064 greenhouse gas accounting system, conduct regular energy audits and carbon footprint accounting, and formulate medium and long-term energy-saving and carbon reduction roadmaps; complete the settlement of carbon emission rights quotas and information disclosure on time.

### 3. Key Measures

#### Energy Structure Optimization and Clean Substitution


(1) Prioritize the procurement of green electricity and green power certificates (GECs), promote distributed photovoltaic, wind energy and other renewable energy projects according to local conditions, and gradually increase the proportion of renewable energy in total energy consumption.

(2) Promote clean substitution of "electricity instead of coal" and "gas instead of coal" for production energy use, gradually eliminate high-energy-consuming and high-pollution fossil energy equipment, optimize energy processing and conversion efficiency, and reduce secondary energy loss.

(3) Strengthen the recovery and utilization of waste heat, residual pressure and residual gas, promote energy system optimization technologies, and use the recovered energy for production or living links to reduce primary energy consumption.

#### Equipment and Process Energy-Saving and Carbon Reduction Transformation

(1) Newly purchased equipment shall comply with national energy efficiency standards, and energy-saving benchmark products shall be preferred; regularly carry out energy-saving transformation or elimination and renewal of old and high-energy-consuming equipment, and establish a full-life-cycle management account for key energy-consuming equipment.

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(2) Promote the optimization and upgrading of production processes, popularize energy-saving technologies such as recycled water use, series water use and high-efficiency heat exchange, and reduce energy consumption per unit product, for greenhouse gas emissions in the process, promote low-carbon alternative processes and reduce process fugitive emissions.

#### Operational Process Control and Measurement Monitoring

(1) Improve the energy and carbon emission measurement and monitoring system, equip qualified measuring instruments for different energy types and different emission sources, realize real-time monitoring of major energy-consuming links and emission sources, and ensure that data is true, accurate and traceable.

(2) Standardize the management of office and logistics energy use: reasonably control air conditioning temperature (not lower than 26°C in summer and not higher than 20°C in winter), turn off lights and unnecessary electrical equipment when leaving; promote water-saving appliances, strictly control pipe network leakage, and synergistically reduce indirect energy consumption.

#### 4. Value Chain Collaborative Carbon Reduction

(1) Regularly carry out professional training on energy management, carbon emission accounting and low-carbon technologies to improve employees' professional capabilities; popularize energy-saving and carbon reduction knowledge through internal publicity boards, online platforms and other channels, and encourage employees to put forward rationalization suggestions.

(2) Promote green collaboration in the supply chain and jointly build a green value chain.

#### 四、水资源管理政策

为响应国家“节水优先、空间均衡、系统治理、两手发力”的治水思路，落实《节约用水条例》等法律法规要求，践行绿色发展理念，强化水资源刚性约束，规范公司水资源开发、利用与保护全流程管理，提升用水效率、减少水资源浪费，保障生产运营与水资源可持续利用，特制定本政策。全体员工、部门及合作伙伴均需严格遵守并落实。

##### 1、核心原则：

(1) 节水优先：将节水理念贯穿生产、办公、运营全流程，坚持“能省尽省、能循环尽循环”，从观念、意识、措施各方面把节水放在优先位置；

(2) 合规约束：严格遵守《水法》《节约用水条例》等法律法规，落实水资源“三条红线”管控要求，满足用水总量、用水效率、水功能区限制纳污相关标准；

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(3) 系统管控：以水资源承载能力为基础，实行“以水定产”，统筹生产、生活、生态用水，构建“规划引领、定额管理、计量收费、过程监控”的全链条管理体系；

(4) 协同增效：建立政府主导、企业主体、公众参与的协同机制，推动技术节水、管理节水、产业节水相结合，实现水资源高效利用与效益提升。

### 2、管理目标：

(1) 效率提升：持续降低单位产值用水量，推动重点用水设备、生产工序用水效率达到行业先进水平；

(2) 总量管控：以 2023 年为基准，到 2030 年实现单个产品用水量减少 25%；严格执行年度用水计划，确保用水总量控制在核定指标内；

(3) 结构优化：扩大再生水、集蓄雨水等非常规水利用规模，逐步提高非常规水在总用水量中的占比，优化用水结构；

(4) 合规保障：杜绝违法取用水行为，确保用水计量、收费、排污等环节全面合规，满足政府监管与节水型企业认证相关要求；

(5) 体系完善：建立健全水资源管理制度与统计监测体系，定期开展用水审计与节水潜力分析，形成持续改进的管理机制。

### 3、重点措施：

#### 用水源头管控：

(1) 严格执行取水许可与有偿使用制度，新增取水需求须履行合规审批程序，严禁未经许可擅自取水；

(2) 新建、改建、扩建建设项目需制定节水措施方案，配套建设节水设施，确保节水设施与主体工程“同时设计、同时施工、同时投入使用”；

(3) 严格控制高耗水项目建设，优先选用水效等级高的产品、技术和工艺，逐步淘汰落后耗水技术与设备。

#### 分领域节水增效：

(1) 生产用水优化：推进生产工艺节水改造，推广循环用水、串联用水等技术，提高工业用水重复利用率；加强重点耗水设备全生命周期管理，定期校验维护，降低跑冒滴漏；

(2) 办公与后勤节水：全面推广节水型器具（如节水龙头、感应洁具等），规范用水行为；合理控制绿化灌溉用水，优先采用节水灌溉方式，利用雨水资源；加强供水管网巡检，及时修复漏损管道；

(3) 非常规水利用：将再生水纳入水资源统一配置，在生产冷却、绿化灌溉、道路冲洗等适宜场景优先使用再生水；因地制宜建设雨水集蓄设施，提升雨水资源化利用能力。

#### 过程管控与计量：

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(1) 完善用水计量体系，对不同水源、不同用途的用水分别安装合格计量器具，实现主要用水环节实时监测，确保数据真实可追溯；

(2) 执行计量收费与超定额累进加价制度，严格按照规定缴纳水资源费（税）；

#### 4、责任与推广：

(1) 公司管理层对水资源政策实施负总责，各部门负责人为本部门水资源管理第一责任人，确保政策落地执行；

(2) 定期开展节水宣传教育与技能培训，提升全员节水意识与操作能力，鼓励员工提出节水合理化建议；

(3) 推动供应链协同节水，共同打造绿色用水价值链；

To respond to the national water governance idea of "prioritizing water conservation, balancing spatial distribution, conducting systematic governance, and making efforts with both hands", implement the requirements of laws and regulations such as the Water Conservation Regulations, practice the concept of green development, strengthen the rigid constraints on water resources, standardize the whole-process management of the company's water resources development, utilization and protection, improve water use efficiency, reduce water waste, and ensure the sustainable utilization of production operations and water resources, this policy is formulated. All employees, departments and partners must strictly abide by and implement it.

#### 1. Core Principles


(1) Prioritize water conservation: Integrate the concept of water conservation into the entire process of production, office and operation, adhere to "saving as much as possible and recycling as much as possible", and give priority to water conservation in terms of concepts, awareness and measures.

(2) Compliance constraints: Strictly abide by laws and regulations such as the Water Law and the Water Conservation Regulations, implement the "three red lines" control requirements for water resources, and meet the relevant standards for total water use, water use efficiency and water function zone pollution control.

(3) Systematic management: Based on the water resources carrying capacity, implement "determining production based on water", coordinate production, living and ecological water use, and build a full-chain management system of "planning guidance, quota management, metered charging and process monitoring".

(4) Synergistic efficiency: Establish a collaborative mechanism led by the government, with enterprises as the main body and public participation, promote the combination of technical water conservation, management water conservation and industrial water conservation, and realize the efficient utilization and benefit improvement of water resources.

#### 2. Management Objectives

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(1) Improve efficiency: Continuously reduce water use per unit of output value, and promote the water use efficiency of key water-consuming equipment and production processes to reach the advanced level of the industry.

(2) Total Volume Control: Taking 2023 as the baseline year, achieve a 25% reduction in water consumption per unit product by 2030; strictly implement the annual water use plan to ensure the total water consumption is controlled within the approved quota..

(3) Optimize structure: Expand the scale of unconventional water use such as reclaimed water and stored rainwater, gradually increase the proportion of unconventional water in total water use, and optimize the water use structure.

(4) Ensure compliance: Eliminate illegal water intake and use behaviors, ensure that water use metering, charging, sewage discharge and other links are fully compliant, and meet the relevant requirements of government supervision and water-saving enterprise certification.

(5) Improve the system: Establish and improve the water resources management system and statistical monitoring system, conduct regular water audits and water-saving potential analysis, and form a continuous improvement management mechanism.

### 3. Key Measures

#### Source Control of Water Use

(1) Strictly implement the water intake license and paid use system. New water intake demand must go through the compliance approval procedure, and unauthorized water intake without permission is strictly prohibited.

(2) Newly-built, reconstructed and expanded construction projects shall formulate water-saving measures plans and supporting water-saving facilities to ensure that water-saving facilities are designed, constructed and put into use simultaneously with the main project.

(3) Strictly control the construction of high-water-consuming projects, give priority to selecting products, technologies and processes with high water efficiency grades, and gradually eliminate backward water-consuming technologies and equipment.

#### Water-Saving and Efficiency Improvement in Various Fields

(1) Optimization of production water use: Promote water-saving transformation of production processes, popularize technologies such as recycled water use and series water use, and improve the reuse rate of industrial water; strengthen the full-life-cycle management of key water-consuming equipment, conduct regular verification and maintenance, and reduce water leakage.

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(2) Office and logistics water conservation: Fully promote water-saving appliances (such as water-saving faucets, sensor sanitary ware, etc.) and standardize water use behaviors; reasonably control green irrigation water, give priority to water-saving irrigation methods, and use rainwater resources; strengthen the inspection of water supply pipe networks and repair leaking pipes in a timely manner.

(3) Unconventional water use: Incorporate reclaimed water into the unified allocation of water resources, and give priority to using reclaimed water in suitable scenarios such as production cooling, green irrigation and road flushing; build rainwater storage facilities according to local conditions to improve the capacity of rainwater resource utilization.

#### Process Control and Metering

(1) Improve the water use metering system, install qualified measuring instruments for water use of different water sources and different purposes, realize real-time monitoring of major water use links, and ensure that data is true and traceable.

(2) Implement the metered charging and over-quota progressive pricing system, and pay water resources fees (taxes) in strict accordance with regulations.

#### 4. Responsibility and Promotion

(1) The company's management is fully responsible for the implementation of the water resources policy, and the person in charge of each department is the first person responsible for water resources management in their department to ensure the implementation of the policy.

(2) Regularly carry out water-saving publicity and education and skill training to improve employees' water-saving awareness and operational capabilities, and encourage employees to put forward water-saving rationalization suggestions.

(3) Promote collaborative water conservation in the supply chain and jointly build a green water use value chain.

#### 五、废弃物管理政策

为响应国家“碳达峰、碳中和”战略及《中华人民共和国固体废物污染环境防治法》《“十四五”塑料污染治理行动方案》等法律法规要求，践行绿色低碳发展理念，强化固体废物全生命周期环境风险管控，推动资源循环利用，助力生态环境质量持续改善，结合公司生产经营实际，特制定本政策。全体员工、部门及供应链合作伙伴均需严格遵守并协同落实。

##### 1、核心原则：

(1) 减量化优先：从源头减少原材料消耗、化学品使用及各类废弃物产生，推行绿色采购、工艺优化和精益生

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产，降低废弃物总量；

(2) 资源化利用：对可回收废弃物实施分类回收、循环复用，提高资源回收利用率，构建“生产—废弃物—再生资源”的循环链条；

(3) 无害化处置：严格遵守危险废弃物管理相关法律法规，确保危险废弃物 100% 合规处置，杜绝环境污染风险；

(4) 全流程管控：覆盖废弃物产生、分类、收集、储存、转运、处置全环节，明确各部门职责，建立闭环管理机制；

(5) 持续改进：定期评估废弃物管理绩效，优化管理措施，推动废弃物减排目标持续达成。

### 2、管理目标：

(1) 以 2023 年为基准，到 2030 年每万元产值所产生并送往垃圾填埋场的废弃物总量减少 30%；

(2) 危险废弃物合规处置率 100%，无危险废弃物泄露、非法转移等环境事件；

(3) 员工废弃物分类知晓率 100%，规范操作执行率 95% 以上；

(4) 通过使用危害较小或毒性较小的替代材料来减少环境危害

### 3、重点措施：

#### (1) 废弃物分类与标识

按“危险废弃物、可回收废弃物、不可回收废弃物”三类划分，明确分类标准：

◇ 危险废弃物：包括废化学品容器、废机油、含油抹布、废弃含汞灯管等，参照国家《危险废弃物名录》界定；

◇ 可回收废弃物：包括铜废料、橡胶材料、可修复包装材料、废纸、废塑料、废金属等；

◇ 不可回收废弃物：包括办公生活垃圾、无回收价值的生产废料等。

在生产车间、办公区域、仓库等场所设置分类收集容器，张贴清晰的分类标识和投放指南，确保员工规范投放。

#### (2) 源头减量管控


采购环节：优先选用低毒、低害、易回收的原材料和包装材料，减少一次性用品采购；与供应商协商，推动包装材料回收复用（如推广周转胶框替代纸箱）；

生产环节：优化生产工艺，提高产品合格率，降低残次品和废品产生；加强物料消耗管控，设定单位产品物料消耗定额，减少生产废料；推广节水、节电、节材技术，降低资源消耗间接减少废弃物；

办公环节：推行无纸化办公，非正式文件采用双面打印；规范办公用品申领管理，控制消耗总量，鼓励旧物复用。

#### (3) 收集、储存与转运管理

收集：各部门指定专人负责本区域废弃物日常收集，确保分类准确、收集及时，避免混放和二次污染

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储存: 1.危险废弃物需存放在专用密闭储存区, 设置防渗、防泄漏、防雨淋、防流失设施, 张贴危险废物警示标识和台账; 2.可回收废弃物和不可回收废弃物分类存放于指定区域, 保持储存场所整洁, 防止异质扩散和环境污染;

转运: 1.危险废弃物由具备相应资质的单位定期转运处置, 签订合规处置合同, 建立转运台账, 留存转移联单等凭证; 2.可回收废弃物与合规回收单位合作, 定期转运回收, 做好回收记录; 3.不可回收废弃物交由市政环卫部门或合规处置单位处理, 确保处置渠道合法;

#### 4、监督与考核:

(1) 建立废弃物分类计量统计体系, 对不同类型废弃物分别规范记录产生量、回收量、处置量, 实现全环节数据实时追溯, 确保数据真实可查;

(2) 执行废弃物减量目标考核制度, 将废弃物减排指标纳入部门绩效, 对超额产生、分类违规的部门开展原因排查并督促整改。

#### 5、责任与推广:

(1) 公司管理层对废弃物管理实施负总责, 各部门负责人为本部门废弃物管理第一责任人, 确保分类、回收等要求落地执行;

(2) 定期开展废弃物分类、回收利用等主题培训, 提升全员环保操作技能, 鼓励员工提出废弃物减量合理化建议;

(3) 推动供应链协同减废, 与供应商、合作方共同落实废弃物分类回收要求, 共筑绿色循环价值链。

To respond to the national "carbon peaking and carbon neutrality" strategy and the requirements of laws and regulations such as the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste and the 14th Five-Year Plan for Plastic Pollution Control, practice the concept of green and low-carbon development, strengthen the whole-life-cycle environmental risk management of solid waste, promote resource recycling, and help continuously improve the quality of the ecological environment, this policy is formulated in combination with the company's production and operation reality. All employees, departments and supply chain partners must strictly abide by and collaboratively implement it.

#### 1. Core Principles

(1) Prioritize reduction: Reduce the consumption of raw materials, the use of chemicals and the generation of various wastes from the source, implement green procurement, process optimization and lean production, and reduce the total amount of waste.

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(2) Resource utilization: Implement classified recycling and recycling of recyclable waste, improve the resource recovery rate, and build a circular chain of "production - waste - renewable resources".

(3) Harmless disposal: Strictly abide by the relevant laws and regulations on hazardous waste management, ensure 100% compliant disposal of hazardous waste, and eliminate environmental pollution risks.

(4) Full-process control: Cover all links of waste generation, classification, collection, storage, transportation and disposal, clarify the responsibilities of each department, and establish a closed-loop management mechanism.

(5) Continuous improvement: Regularly evaluate the performance of waste management, optimize management measures, and promote the continuous achievement of waste reduction goals.

## 2. Management Objectives

(1) Taking 2023 as the baseline, the total amount of waste generated and sent to landfills per RMB 10,000 of output value will be reduced by 30% by 2030.

(2) The compliant disposal rate of hazardous waste is 100%, and there are no environmental incidents such as leakage and illegal transfer of hazardous waste.

(3) The awareness rate of employees on waste classification is 100%, and the compliance rate of standardized operations is over 95%.

(4) Reduce environmental hazards by using alternative materials with lower harm or toxicity.

## 3. Key Measures

### Waste Classification and Labeling

Divide into three categories: hazardous waste, recyclable waste and non-recyclable waste, and clarify the classification standards:

- ✧ Hazardous waste: Including waste chemical containers, waste engine oil, oil-stained rags, waste mercury-containing lamps, etc., defined with reference to the National Hazardous Waste List.
- ✧ Recyclable waste: Including copper scrap, rubber materials, repairable packaging materials, waste paper, waste plastic, waste metal, etc.
- ✧ Non-recyclable waste: Including office and domestic waste, production waste without recycling value, etc.

Set classified collection containers in production workshops, office areas, warehouses and other places, and post clear classification labels and disposal guidelines to ensure that employees dispose of them in a standardized manner.

### Source Reduction Control

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Procurement link: Give priority to purchasing raw materials and packaging materials with low density, low harm and easy recycling, and reduce the procurement of disposable items; negotiate with suppliers to promote the recycling of packaging materials (such as promoting turnover plastic boxes instead of cartons).

Production link: Optimize production processes, improve product qualification rate, reduce the generation of defective products and waste products; strengthen the control of material consumption, set material consumption quotas per unit product, and reduce production waste; promote water-saving, electricity-saving and material-saving technologies to reduce resource consumption and indirectly reduce waste.

Office link: Implement paperless office, use double-sided printing for informal documents; standardize the application and management of office supplies, control the total consumption, and encourage the reuse of old items.

#### Collection, Storage and Transportation Management

Collection: Each department designates a special person to be responsible for the daily collection of waste in their area to ensure accurate classification, timely collection, and avoid mixing and secondary pollution.

Storage: 1. Hazardous waste shall be stored in a special closed storage area, equipped with anti-seepage, anti-leakage, rainproof and anti-loss facilities, and posted with hazardous waste warning labels and accounts; 2. Recyclable waste and non-recyclable waste shall be stored in designated areas separately, and the storage site shall be kept clean to prevent odor diffusion and environmental pollution.

Transportation: 1. Hazardous waste shall be regularly transported and disposed of by qualified units, sign compliant disposal contracts, establish transportation accounts, and retain transfer documents and other vouchers; 2. Cooperate with compliant recycling units for recyclable waste, transport and recycle them regularly, and keep good recycling records; 3. Hand over non-recyclable waste to municipal sanitation departments or compliant disposal units to ensure legal disposal channels.

#### 4. Supervision and Assessment

(1) Establish a waste classification measurement and statistics system, standardize the recording of the generation, recovery and disposal of different types of waste, realize real-time traceability of data in all links, and ensure that data is true and verifiable.

(2) Implement the waste reduction target assessment system, incorporate waste reduction indicators into departmental performance, investigate the reasons for departments with excessive generation and classification violations, and urge them to rectify.

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## 5. Responsibility and Promotion

(1) The company's management is fully responsible for the implementation of waste management, and the person in charge of each department is the first person responsible for waste management in their department to ensure the implementation of classification, recycling and other requirements.

(2) Regularly carry out thematic training on waste classification and recycling to improve employees' environmental protection operation skills, and encourage employees to put forward rationalization suggestions for waste reduction.

(3) Promote collaborative waste reduction in the supply chain, and work with suppliers and partners to implement waste classification and recycling requirements to build a green circular value chain.

## 六、生物多样性管理政策

为响应国家生态保护战略及生物多样性保护相关法律法规要求，践行绿色低碳发展理念，落实公司 EHS 管理方针中“生物多样性管理”承诺，强化运营全流程生物多样性风险管控，保护当地生态系统、物种及遗传多样性，保障受公司运营影响的动物福利，结合公司生产经营实际及生物多样性评估结果，特制定本政策。全体员工、部门及供应链合作伙伴均需严格遵守并协同落实。

### 1、核心原则：

(1) 预防优先：将生物多样性保护理念贯穿生产、办公、运营全流程，从源头避免或最小化对生态系统及物种的潜在影响，优先采用环保友好的生产技术与管理措施。

(2) 合规约束：严格遵守《生物多样性公约》《野生动物保护法》《野生植物保护条例》等相关法律法规及地方生态保护要求，落实生态保护相关管控标准。

(3) 全链管控：覆盖公司直接运营、供应链协作、项目建设等全环节，明确各部门职责，建立“识别 - 评估 - 防控 - 修复 - 监督”的闭环管理机制。

(4) 协同共治：建立内部全员参与、外部联动相关方的协同机制，推动技术保护、管理优化、供应链协同相结合，实现生物多样性保护与生产运营协同发展。

(5) 持续改进：定期开展生物多样性风险评估与绩效监测，根据评估结果优化管理措施，持续提升生物多样性保护水平。

### 2、管理目标：

(1) 生物多样性相关投诉为 0，不发生因公司运营导致的物种伤害、生态破坏等环境事件；

(2) 持续保持生物多样性总体风险等级为“低”，有效防控空气、噪声、水体污染及外来物种入侵等潜在风险；

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(3) 员工生物多样性保护知识知晓率 100%，规范操作执行率 95% 以上；

(4) 到 2030 年，厂区绿化率提升至 15% 以上，优化绿地生态结构，为本地物种提供友好栖息环境。

(5) 建立供应链生物多样性管控机制，核心供应商生物多样性保护合规率达到 100%。

### 3、重点措施：

#### (一) 风险识别与评估

(1) 总务部牵头，联合生产部、采购部等相关部门，每年开展一次生物多样性风险全面排查，重点识别环境污染、外来物种入侵、生态破坏等潜在风险，更新风险清单及防控措施；

(2) 结合公司地理位置、生产特点及生物多样性评估报告，重点关注公司周边敏感生态区域的保护需求，制定针对性防控方案；

(3) 建立生物多样性风险动态监测机制，对废气排放、噪声控制、废水处置等关键环节实施常态化监测，及时预警潜在生态影响。

#### (二) 污染防控与生态保护

##### 污染源头管控

(1) 严格执行废气排放管控要求，注塑、焊锡等岗位废气经收集处理后达标排放，印字岗位采用移动式净化装置控制无组织排放，减少对周边动植物的影响；

(2) 生产过程中无废水产生，生活污水经化粪池预处理后接入污水管网，严禁未经处理的废水直接排放，保护周边水系生态；

(3) 优化厂区噪声管控，对高噪声设备及厂房设置隔音设施，确保噪声排放符合国家标准，降低对野生动物的干扰。

##### 厂区生态优化：

(1) 合理规划厂区绿地布局，优先选用本地原生植物品种，避免引入可能引发生态风险的外来植物；

(2) 维护厂区绿地生态完整性，减少不必要的绿地改造，为鸟类、昆虫等本地物种提供栖息空间；

(3) 规范厂区农药、化肥使用，优先采用物理防治等环保方式处理病虫害，避免化学药剂对土壤及物种造成伤害。

##### 动物福利保障：

(1) 加强厂区及周边区域野生动物保护，严禁捕捉、伤害鸟类、两栖类等野生动物，发现受伤野生动物及时联系当地林业部门或野生动物保护机构；

(2) 优化物流运输、货物存储等环节管理，避免对周边动物栖息地造成破坏，保障动物免受不必要的压力、疼

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### （三）外来物种管控

（1）有意引种管控：公司运营不涉及外来物种有意引种，若因特殊情况确需引种，需由申请部门提交环境影响评估报告，经总务部审核、管理者代表批准后，按规定向相关行政部门申请审批，经检疫合格并隔离观察期满后  
方可引入；

（2）无意引种管控：跨境运输、进出口业务环节，严格遵守口岸检疫规定，接受相关部门的普查与监测，防止外来物种随产品、交通工具传入。员工发现疑似外来物种时，应第一时间向总务部报告，总务部及时通报本地生物监督部门，并采取隔离、防控措施防止扩散；

### 4、监督与考核：

（1）总务部负责本政策实施情况的日常监督检查，定期排查风险防控措施落实情况，对发现的问题下达整改通知，跟踪整改进度；

（2）定期开展政策适宜性评审，根据法律法规更新、外部环境变化、风险评估结果等情况，及时修订本政策，确保其持续有效。

### 5、责任与推广：

（1）公司管理层对生物多样性政策实施负总责，各部门负责人为本部门生物多样性管理第一责任人，确保各项要求落地执行；

（2）人事部牵头，总务部配合，将生物多样性保护知识纳入年度 EHS 培训计划，通过内部宣传栏、线上平台、专题讲座等形式开展宣传教育，提升全员保护意识与操作能力，鼓励员工提出合理化建议；

（3）推动与政府部门、环保组织等外部相关方的沟通协作，及时获取生物多样性保护最新政策及技术信息，积极参与区域生态保护共建活动；

To respond to the national ecological protection strategy and the requirements of relevant laws and regulations on biodiversity conservation, practice the concept of green and low-carbon development, fulfill the "biodiversity management" commitment in the company's EHS management policy, strengthen the whole-process biodiversity risk control in operations, protect local ecosystems, species and genetic diversity, and safeguard the welfare of animals affected by the company's operations, this policy is formulated in combination with the company's production and operation reality and biodiversity assessment results. All employees, departments and supply chain partners must strictly abide by and collaboratively implement it.

## 1. Core Principles

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(1) Prevention First: Integrate the concept of biodiversity conservation into the entire process of production, office, and operation, avoid or minimize potential impacts on ecosystems and species from the source, and give priority to adopting environmentally friendly production technologies and management measures.

(2) Compliance Constraints: Strictly abide by relevant laws and regulations such as the Convention on Biological Diversity, the Wildlife Protection Law of the People's Republic of China, the Regulations on the Protection of Wild Plants, and local ecological protection requirements, and implement relevant control standards for ecological protection.

(3) Full-Chain Control: Cover all links including the company's direct operations, supply chain collaboration, and project construction, clarify the responsibilities of each department, and establish a closed-loop management mechanism of "identification - assessment - prevention and control - restoration - supervision".

(4) Collaborative Governance: Establish a collaborative mechanism involving full internal employee participation and external linkage with relevant parties, promote the combination of technical protection, management optimization and supply chain collaboration, and realize the coordinated development of biodiversity conservation and production operations.

(5) Continuous Improvement: Regularly conduct biodiversity risk assessment and performance monitoring, optimize management measures based on assessment results, and continuously improve the level of biodiversity conservation.

## 2. Management Objectives

(1) Zero biodiversity-related complaints, and no environmental incidents such as species harm or ecological damage caused by the company's operations;

(2) Continuously maintain the overall biodiversity risk level as "low", and effectively prevent and control potential risks such as air, noise and water pollution, and alien species invasion;

(3) 100% of employees are aware of biodiversity conservation knowledge, and the compliance rate of standardized operations is over 95%;

(4) By 2030, the greening rate of the factory area will be increased to more than 15%, optimize the green space ecological structure, and provide a friendly habitat for local species;

(5) Establish a supply chain biodiversity control mechanism, and the compliance rate of biodiversity conservation of core suppliers will reach 100%.

## 3. Key Measures

### (1) Risk Identification and Assessment

1.The General Affairs Department takes the lead, and jointly with the Production Department, Procurement

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Department and other relevant departments, conducts a comprehensive biodiversity risk investigation once a year, focusing on identifying potential risks such as environmental pollution, alien species invasion and ecological damage, and updates the risk list and prevention and control measures;

2. Combined with the company's geographical location, production characteristics and biodiversity assessment report, focus on the protection needs of sensitive ecological areas around the company, and formulate targeted prevention and control plans;

3. Establish a dynamic monitoring mechanism for biodiversity risks, implement regular monitoring of key links such as waste gas emissions, noise control and wastewater disposal, and promptly warn of potential ecological impacts.

## (2) Pollution Prevention and Control and Ecological Protection

### Pollution Source Control

1. Strictly implement the requirements for waste gas emission control. Waste gas from injection molding, soldering and other positions shall be discharged up to standard after collection and treatment. Mobile purification devices shall be adopted in printing positions to control unorganized emissions and reduce impacts on surrounding animals and plants;

2. No wastewater is generated in the production process. Domestic sewage shall be pre-treated by septic tanks before being connected to the sewage pipe network. Direct discharge of untreated wastewater is strictly prohibited to protect the surrounding water ecosystem;

3. Optimize the factory noise control, set sound insulation facilities for high-noise equipment and workshops, ensure that noise emissions meet national standards, and reduce interference to wild animals.

### Factory Ecological Optimization

1. Reasonably plan the layout of factory green spaces, give priority to selecting local native plant species, and avoid introducing alien plants that may cause ecological risks;

2. Maintain the ecological integrity of factory green spaces, reduce unnecessary green space transformation, and provide habitat space for local species such as birds and insects;

3. Standardize the use of pesticides and chemical fertilizers in the factory area, give priority to environmental protection methods such as physical control to deal with plant diseases and insect pests, and avoid damage to soil and species by chemical agents.

### Animal Welfare Protection

1. Strengthen the protection of wild animals in the factory area and surrounding areas, strictly prohibit capturing or

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harming wild animals such as birds and amphibians. In case of injured wild animals, contact the local forestry department or wildlife protection agency in a timely manner;

2.Optimize the management of logistics transportation, goods storage and other links, avoid damaging the habitats of surrounding animals, and ensure that animals are free from unnecessary stress, pain or suffering.

(3) Alien Species Control

1.Intentional Introduction Control: The company's operations do not involve the intentional introduction of alien species. If intentional introduction is really necessary due to special circumstances, the applying department shall submit an environmental impact assessment report, which shall be reviewed by the General Affairs Department and approved by the management representative. Then, apply for approval from the relevant administrative departments in accordance with regulations. The introduction can only be carried out after passing the quarantine and completing the isolation observation period;

2.Unintentional Introduction Prevention and Control: In the links of cross-border transportation and import and export business, strictly abide by port quarantine regulations, accept general surveys and monitoring by relevant departments, and prevent alien species from being introduced along with products and transportation tools. When employees find suspected alien species, they shall report to the General Affairs Department immediately. The General Affairs Department shall promptly notify the local biological supervision department and take isolation and prevention measures to prevent spread.

4. Supervision and Assessment

(1) The General Affairs Department is responsible for the daily supervision and inspection of the implementation of this policy, regularly checks the implementation of risk prevention and control measures, issues rectification notices for found problems, and tracks the rectification progress;

(2) Regularly conduct policy suitability review, and timely revise this policy according to the update of laws and regulations, changes in the external environment, risk assessment results and other circumstances to ensure its continuous effectiveness.

5. Responsibility and Promotion

(1) The company's management is fully responsible for the implementation of the biodiversity policy, and the person in charge of each department is the first person responsible for biodiversity management in their department to ensure the implementation of various requirements;

(2) The Personnel Department takes the lead, and the General Affairs Department cooperates to include biodiversity

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conservation knowledge in the annual EHS training plan, carry out publicity and education through internal publicity boards, online platforms, special lectures and other forms, improve employees' awareness and operational capabilities, and encourage employees to put forward rationalization suggestions;

(3) Promote communication and cooperation with external stakeholders such as government departments and environmental protection organizations, timely obtain the latest policies and technical information on biodiversity conservation, and actively participate in regional ecological protection co-construction activities.

## 七、空气污染控制政策

为响应国家大气污染防治相关法律法规及生态环境保护战略要求，践行公司“遵守法律法规、污染预防、安全生产、持续改进”的EHS管理方针，强化生产经营全流程大气污染风险管控，有效削减SO<sub>x</sub>、NO<sub>x</sub>、VOC、PM、粉尘、气味等大气污染物排放，保护区域空气质量，保障员工及周边公众健康，结合公司电线电缆、线束产品生产特点，特制定本政策。本政策适用于公司生产、办公、物流等所有可能产生大气污染的活动及相关管理过程。

### 1、核心原则：

- (1) 预防优先，源头管控：将大气污染预防理念贯穿产品设计、原材料采购、生产工艺、设备运行全生命周期，优先采用低污染、低排放的技术、材料和设备，从源头减少污染物产生。
- (2) 合规约束，标准引领：严格遵守《大气污染防治法》《挥发性有机物污染防治条例》等法律法规及地方排放标准，对标ISO14001:2015环境管理体系要求，确保污染物排放全面合规。
- (3) 分类管控，精准治理：针对不同类型大气污染物（废气、粉尘、异味等）及排放源，制定差异化管控措施，明确治理责任和技术要求，实现精准高效治理。
- (4) 持续改进，绩效提升：建立大气污染治理长效机制，定期监测、评估治理效果，跟踪行业先进技术和管理经验，持续优化管控措施，稳步提升大气环境绩效。
- (5) 全员参与，协同共治：强化全员大气污染防治意识，明确各部门及岗位责任，鼓励员工参与污染防治改进活动，推动供应链协同减污，构建全方位污染防治体系。

### 2、管理目标：

- (1) 实现生产过程大气污染物排放全面符合国家及地方现行排放标准，无大气污染相关投诉及环境事件；
- (2) 以2023年为基准，到2030年挥发性有机物（VOC）排放量绝对减少35%；
- (3) 生产车间粉尘、焊接烟尘等颗粒物去除效率不低于95%，排放浓度稳定达到行业先进水平；
- (4) 大气污染物处理设施运行率、完好率均达到100%，定期维护保养率100%

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(5) 员工大气污染防治知识知晓率 100%，规范操作执行率 95% 以上。

### 3、重点管控措施：

#### (一) 废气排放管控

(1) 生产废气治理：注塑、焊锡等产生废气的岗位必须配备密闭收集装置，废气经吸附、净化等处理工艺达标后排放；印字岗位采用移动式净化装置控制无组织排放，确保废气收集效率不低于 90%。

(2) 燃料燃烧控制：优先选用天然气等清洁燃料，严禁使用高污染燃料；燃烧设备配备高效尾气处理装置，确保 SO<sub>x</sub>、NO<sub>x</sub> 排放达标。

(3) 无组织排放管控：原料储存、转运过程中采取密闭、遮盖、喷淋等防护措施，减少挥发性有机物逸散；生产车间保持负压通风，优化车间气流组织，降低无组织排放浓度。

#### (二) 粉尘污染管控

(1) 源头抑尘：在硫化、打磨等产生粉尘的工序，采用湿式作业、密闭式设备等抑尘技术，从源头减少粉尘产生；优化生产工艺，选用低粉尘产生的原材料和加工方式。

(2) 过程收尘：粉尘产生岗位必须安装专用集尘装置，确保粉尘收集全覆盖；集尘系统与生产设备同步运行，定期清理集尘设备，防止粉尘堆积和二次飞扬。

(3) 末端处置：收集的粉尘需经布袋除尘、静电除尘等高效处理后达标排放；可回收粉尘按废弃物管理政策分类回收利用，不可回收粉尘交由合规单位处置，严禁随意排放。

#### (三) 异味及其他污染管控

(1) 针对生产过程中产生的异味，优化工艺参数，采用密封式生产设备，配套活性炭吸附等异味处理设施，确保异味达标排放，不对周边环境造成影响。

(2) 严格控制生产过程中的噪声污染，对高噪声设备设置隔音设施，同时避免因设备异常运行产生额外异味或污染物排放；合理安排生产时间，减少夜间生产对周边环境的影响。

#### (四) 设备与工艺优化

(1) 新购生产设备必须符合国家环保标准，优先选用环保型、低排放的节能设备；定期对老旧、高污染设备进行节能改造或淘汰更新。

(2) 持续推进生产工艺优化升级，推广低碳、低污染的生产技术，减少工艺过程中大气污染物的产生；加强生产过程管控，提高产品合格率，降低因残次品返工导致的额外污染排放。

#### (五) 监测与应急管理

(1) 建立健全大气污染物监测体系，对主要废气排放口、生产车间无组织排放区域配备合格的监测设备，实现

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实时监测；定期委托第三方检测机构进行废气排放检测，确保数据真实、准确、可追溯，监测结果按要求备案。

(2) 制定大气污染应急处置预案，针对废气处理设施故障、污染物超标排放等突发情况，明确应急响应流程、处置措施和责任分工；定期组织应急演练，提升应急处置能力，减少突发情况造成的环境影响。

#### 4、责任与推广：

(1) 责任分工：公司管理层对本政策实施负总责，总务部作为归口管理部门，负责政策的制定、修订、监督和考核；生产部、技术部、采购部等相关部门按职责分工落实管控措施，部门负责人为本部门大气污染防治第一责任人。

(2) 培训宣传：人事部牵头将大气污染防治知识纳入年度 EHS 培训计划，通过内部宣传栏、线上平台、专题讲座等形式开展宣传教育，提升全员环保意识和操作技能；鼓励员工提出大气污染防治合理化建议，对有效建议给予表彰奖励。

(3) 供应链协同：采购部负责对供应商的环保能力进行评价，优先选择低污染、环保合规的供应商；向供应商传达公司大气污染防治要求，推动供应链协同减污，共同打造绿色价值链。

(4) 监督考核：总务部定期对各部门政策落实情况进行监督检查，对发现的问题下达整改通知，跟踪整改进度；将大气污染防治指标纳入部门绩效考核，对超标排放、违规操作等行为进行追责问责。

To respond to the requirements of national laws and regulations on air pollution prevention and control as well as ecological and environmental protection strategies, implement the company's EHS management policy of "Compliance with Laws and Regulations, Pollution Prevention, Safe Production, and Continuous Improvement", strengthen the whole-process air pollution risk control in production and operation, effectively reduce emissions of air pollutants such as SO<sub>x</sub>, NO<sub>x</sub>, VOC, PM, dust, and odors, protect regional air quality, and ensure the health of employees and the surrounding public, this policy is formulated in combination with the production characteristics of the company's wire and cable and wire harness products. This policy applies to all activities and related management processes of the company that may cause air pollution, including production, office work, and logistics.

#### 1. Core Principles

(1) Prevention First, Source Control: Integrate the concept of air pollution prevention into the entire life cycle of product design, raw material procurement, production processes, and equipment operation, give priority to the adoption of low-pollution and low-emission technologies, materials, and equipment, and reduce pollutant generation from the source.

(2) Compliance Constraints, Standard Leadership: Strictly abide by laws and regulations such as the Air Pollution Prevention and Control Law and the Regulations on the Prevention and Control of Volatile Organic Compound Pollution, as

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well as local emission standards, and align with the requirements of the ISO14001:2015 environmental management system to ensure full compliance with pollutant emission requirements.

(3) Classified Control, Precise Governance: Formulate differentiated control measures for different types of air pollutants (waste gas, dust, odors, etc.) and emission sources, clarify governance responsibilities and technical requirements, and achieve precise and efficient governance.

(4) Continuous Improvement, Performance Enhancement: Establish a long-term mechanism for air pollution governance, regularly monitor and evaluate governance effects, track advanced industry technologies and management experiences, continuously optimize control measures, and steadily improve air environmental performance.

(5) Full Participation, Collaborative Governance: Strengthen employees' awareness of air pollution prevention and control, clarify the responsibilities of various departments and positions, encourage employees to participate in pollution prevention and control improvement activities, promote collaborative pollution reduction in the supply chain, and build a comprehensive pollution prevention and control system.

## 2. Management Objectives

(1) Achieve full compliance of air pollutant emissions during production with national and local current emission standards, and no air pollution-related complaints or environmental incidents.

(2) Taking 2023 as the baseline year, achieve an absolute reduction of 35% in volatile organic compound (VOC) emissions by 2030.

(3) The removal efficiency of particulate matter such as dust and welding fumes in production workshops shall not be less than 95%, and the emission concentration shall stably reach the advanced level of the industry.


(4) The operation rate and integrity rate of air pollutant treatment facilities shall both reach 100%, and the regular maintenance rate shall reach 100%.

(5) The awareness rate of employees on air pollution prevention and control knowledge shall reach 100%, and the compliance rate of standardized operations shall be over 95%.

## 3. Key Control Measures

### (一) Waste Gas Emission Control

(1) Waste Gas Treatment in Production: Positions generating waste gas such as injection molding and soldering must be equipped with closed collection devices, and the waste gas shall be discharged up to standard after adsorption, purification and other treatment processes; mobile purification devices shall be adopted in printing positions to control unorganized

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emissions, ensuring that the waste gas collection efficiency is not less than 90%.

(2) Fuel Combustion Control: Give priority to the use of clean fuels such as natural gas, and strictly prohibit the use of high-pollution fuels; combustion equipment shall be equipped with efficient exhaust gas treatment devices to ensure that SOx and NOx emissions meet standards.

(3) Unorganized Emission Control: Take protective measures such as sealing, covering, and spraying during the storage and transportation of raw materials to reduce the volatilization of volatile organic compounds; maintain negative pressure ventilation in production workshops, optimize the air distribution in workshops, and reduce the concentration of unorganized emissions.

#### (二) Dust Pollution Control

(1) Source Dust Suppression: In dust-generating processes such as vulcanization and grinding, adopt dust suppression technologies such as wet operation and closed equipment to reduce dust generation from the source; optimize production processes and select raw materials and processing methods with low dust generation.

(2) Process Dust Collection: Dust-generating positions must be equipped with special dust collection devices to ensure full coverage of dust collection; the dust collection system shall operate synchronously with production equipment, and the dust collection equipment shall be cleaned regularly to prevent dust accumulation and secondary flying.

(3) End-of-Pipe Disposal: The collected dust shall be discharged up to standard after efficient treatment such as bag dust removal and electrostatic dust removal; recyclable dust shall be classified, recycled and reused in accordance with the waste management policy, and non-recyclable dust shall be disposed of by qualified units, and random discharge is strictly prohibited.

#### (三) Odor and Other Pollution Control

(1) For odors generated during production, optimize process parameters, adopt sealed production equipment, and equip with odor treatment facilities such as activated carbon adsorption to ensure that odors are discharged up to standard without affecting the surrounding environment.

(2) Strictly control noise pollution during production, set sound insulation facilities for high-noise equipment, and avoid additional odors or pollutant emissions due to abnormal operation of equipment; reasonably arrange production time to reduce the impact of night production on the surrounding environment.

#### (四) Equipment and Process Optimization

(1) Newly purchased production equipment must comply with national environmental protection standards, and priority

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shall be given to environmentally friendly and low-emission energy-saving equipment; regularly carry out energy-saving transformation or elimination and renewal of old and high-pollution equipment.

(2) Continuously promote the optimization and upgrading of production processes, popularize low-carbon and low-pollution production technologies, and reduce the generation of air pollutants during the process; strengthen the control of the production process, improve the product qualification rate, and reduce additional pollution emissions caused by rework of defective products.

#### (五) Monitoring and Emergency Management

(1) Establish and improve the air pollutant monitoring system, equip qualified monitoring equipment for main waste gas emission outlets and unorganized emission areas in production workshops to achieve real-time monitoring; regularly entrust third-party testing institutions to conduct waste gas emission testing to ensure that data is true, accurate and traceable, and the monitoring results shall be filed as required.

(2) Formulate an emergency disposal plan for air pollution, clarify the emergency response process, disposal measures and division of responsibilities for emergencies such as failures of waste gas treatment facilities and excessive pollutant emissions; regularly organize emergency drills to improve emergency disposal capabilities and reduce environmental impacts caused by emergencies.

#### 4. Responsibilities and Promotion

(1) Division of Responsibilities: The company's management is fully responsible for the implementation of this policy. The General Affairs Department, as the centralized management department, is responsible for the formulation, revision, supervision and assessment of the policy; relevant departments such as the Production Department, Technology Department, and Procurement Department shall implement control measures according to their division of responsibilities, and the person in charge of each department is the first person responsible for air pollution prevention and control in their department.

(2) Training and Publicity: The Personnel Department takes the lead in incorporating air pollution prevention and control knowledge into the annual EHS training plan, conducts publicity and education through internal publicity boards, online platforms, special lectures and other forms to improve employees' environmental awareness and operational skills; encourage employees to put forward rationalization suggestions for air pollution prevention and control, and reward effective suggestions.

(3) Supply Chain Collaboration: The Procurement Department is responsible for evaluating the environmental protection capabilities of suppliers, giving priority to selecting low-pollution and environmentally compliant suppliers;

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communicate the company's air pollution prevention and control requirements to suppliers, promote collaborative pollution reduction in the supply chain, and jointly build a green value chain.

(4) Supervision and Assessment: The General Affairs Department regularly supervises and inspects the implementation of the policy by various departments, issues rectification notices for found problems, and tracks the rectification progress; incorporates air pollution prevention and control indicators into departmental performance assessment, and pursues accountability for excessive emissions, illegal operations and other behaviors.

## 八、环保文化与全员参与

### 1、倡导理念：

以“绿色生产、低碳运营”为核心，响应国家“双碳”战略，践行污染预防、资源循环理念，推动全员参与环保行动，助力公司环境目标达成。

### 2、关键行动要求：

- ◇ 生产环节：规范废料分类回收，节约水电资源，杜绝跑冒滴漏，执行清洁生产要求；
- ◇ 办公环节：推行双面打印、无纸化办公，人走关灯关设备，分类投放办公废弃物；
- ◇ 生活环节：优先选择绿色出行，减少一次性用品使用，主动参与环保宣传；
- ◇ 监督反馈：发现环保隐患或违规行为及时上报，积极提出节能减废合理化建议。

### 3、相关文件：

《环保倡导书》

《能源与温室气体排放管理政策》

《废弃物管理政策》

《水资源管理政策》

《节能减排管理程序》

#### 1. Advocacy Concept

With "green production and low-carbon operation" as the core, respond to the national "dual carbon" strategy, practice the concepts of pollution prevention and resource recycling, promote full-employee participation in environmental protection actions, and help the company achieve its environmental goals.

#### 2. Key Action Requirements

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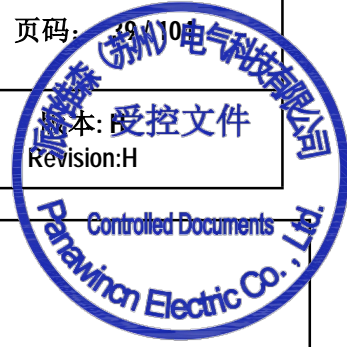
- ◇ Production link: Standardize the classification and recycling of waste materials, save water and electricity resources, eliminate leakage, and implement cleaner production requirements.
- ◇ Office link: Implement double-sided printing and paperless office, turn off lights and equipment when leaving, and classify and dispose of office waste.
- ◇ Living link: Give priority to green travel, reduce the use of disposable items, and take the initiative to participate in environmental protection publicity.
- ◇ Supervision and feedback: Timely report environmental hazards or violations, and actively put forward rationalization suggestions for energy conservation and waste reduction.

### 3. Relevant Documents

- 《Environmental Protection Advocacy Letter》
- 《Energy and Greenhouse Gas Emission Management Policy》
- 《Waste Management Policy》
- 《Water Resources Management Policy》
- 《Energy Conservation and Emission Reduction Management Procedure》

公司每年组织对 EHS 管理体系管理目标进行评审，作出修订。各部门应大力宣传贯彻管理方针、管理目标，使每个员工都理解并贯彻执行，勤奋工作，确保公司管理方针的贯彻和管理目标的完成。The company organizes the EHS management system management objectives to be reviewed and revised every year. All departments should vigorously publicize the implementation of management policies and management objectives, so that every employee understands and implements them, works diligently to ensure the implementation of the company's management policies and the completion of management objectives.

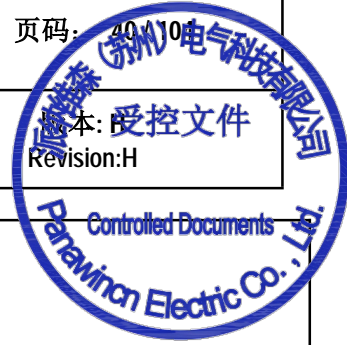
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总经理 General manager:

日期 Date:

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## 0.7管理手册说明 Management manual description

### 1 范围 Radius

#### 1.1 总则 General rules

本手册适用于公司环境、职业健康安全管理体系覆盖的电线电缆和用于风力发电机、工业自动化及机器人、新能源汽车、医疗设备的线束产品的生产、销售和服务，已按 ISO14001:2015、ISO45001:2018 标准要求建立并保持管理体系。This manual is applicable to the production, sales and service of wire and cable covered by the company's environment and occupational health and safety management system and wire harness products used in wind turbines, industrial automation and robots, new energy vehicles and medical equipment. The management system has been established and maintained in accordance with the requirements of ISO14001:2015 and ISO45001:2018 standards.

本公司环境、职业健康安全管理体系能通过持续的改进的过程而实现顾客、社会、员工满意。The company's environmental, occupational health and safety management system can achieve customer, social and employee satisfaction through continuous improvement process.

#### 1.2 应用 Apply

1.2.1 本公司环境、职业健康安全管理体系覆盖 ISO14001: 2015 和 ISO45001:2018 标准的全要素。The company's environmental and occupational health and safety management system covers all elements of ISO14001:2015 and ISO45001:2018 standards.

1.2.2 ISO14001、ISO45001管理体系适用于派纳维森（苏州）电气科技有限公司电线电缆和线束的生产、销售和服务过程中所涉及的环境管理、职业健康安全管理体系相关活动。

地点包括：江苏省昆山市千灯镇西纬路9号。ISO14001, ISO45001 management system is applicable to the environmental management, responsibility health and safety management related activities involved in the production, sales and service process of wire and cable and wire harness of Pinavison (Suzhou) Electric Technology Co., LTD. Location: No.9 Xiwei Road, Qiandeng Town, Kunshan City, Jiangsu Province.

### 2 引用标准、法律法规和相关文件 Reference to Standards, Laws and Regulations, and Related Documents

本手册引用了如下标准、法律法规和相关的支持性文件 This manual refers to the following standards, laws and regulations, and related supporting documents:

2.1 ISO14001:2015《环境管理体系—要求及使用指南》 ISO 14001:2015 Environmental Management Systems — Requirements with Guidance for Use

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2.2 ISO45001:2018《职业健康安全管理体系—要求和使用指南》ISO 45001:2018 Occupational Health and Safety Management Systems — Requirements with Guidance for Use

2.3 相关的国家标准、行业标准、地方标准。Relevant national standards, industry standards, and local standards.

### 3 术语和定义 Terms and Definitions

3.1 本《环境、职业健康安全管理体系手册》采用 ISO14001:2015、ISO45001:2018 中的术语和定义。This Environmental and Occupational Health and Safety Management Manual adopts the terms and definitions specified in ISO 14001:2015 and ISO 45001:2018.

3.2 重大危险源:通过风险评价,确定的不可容许或不可接受的危险源。Major Hazard Source:A hazard source determined to be intolerable or unacceptable through risk assessment.

3.3 三同时:新建、改建、扩建、技术改造和引进的工程项目,其环境保护设施、劳动安全卫生设施、消防设施必须与主体工程同时设计、同时施工、同时投产使用。Three Simultaneities:For new construction, reconstruction, expansion, technological transformation, and introduced engineering projects, their environmental protection facilities, labor safety and health facilities, and fire protection facilities must be designed, constructed, and put into use simultaneously with the main project.


3.4 职业病:劳动者在生产劳动及其它职业活动中,因接触职业危害因素引起的疾病。Occupational disease: diseases caused by exposure to occupational hazards in production and other occupational activities.

3.5 环境测量:指对环境产生影响或具有潜在影响的活动易于量化的关键特性进行测量的过程。Environmental Measurement:A process of measuring the key quantifiable characteristics of activities that have or may have an impact on the environment.

3.6 环境监视:指对环境产生或具有潜在影响的活动不易量化的关键特性,以及目标、指标完成情况、法律法规符合情况等采取定性检查的过程。Environmental monitoring: refers to the process of qualitative inspection of key characteristics that are difficult to quantify and have potential impact on the environment, as well as the achievement of objectives and indicators, compliance with laws and regulations, etc.

3.7 职业健康安全绩效测量:指对职业健康安全活动易于量化的关键特性进行测量的过程。Occupational Health and Safety Performance Measurement:A process of measuring the key quantifiable characteristics of occupational health and safety activities.

3.8 职业健康安全绩效监视:指对职业健康安全活动不易量化的关键特性,以及目标完成情况、法律法规符合情况等采取定性检查的过程。Occupational health and safety performance monitoring: refers to the process of qualitative

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inspection of key characteristics that are not easy to quantify in occupational health and safety activities, as well as the achievement of objectives and compliance with laws and regulations.

3.9 危险废弃物:可能对周边环境或人体安全健康有害的剧毒、易爆、辐射、感染性的物质。Hazardous Waste: Toxic, explosive, radioactive, or infectious substances that may be harmful to the surrounding environment or human safety and health.

3.10 可回收废弃物:因公司正常的生产活动和日常生活所产生的非危险废弃物,并且可以回收再利用的部分,如可以修复的包装材料、铜废料、橡胶材料等。Recyclable Waste:Non-hazardous waste generated from the company's normal production activities and daily life that can be recycled and reused, such as repairable packaging materials, copper scraps, rubber materials, etc.

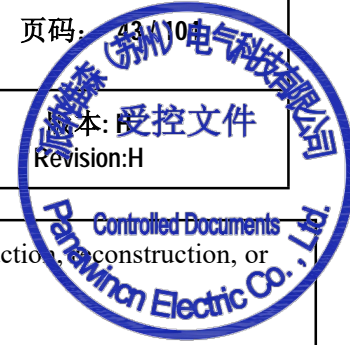
3.11 不可回收废弃物:因公司正常的生产活动和日常生活所产生的非危险废弃物,并且不可以回收再利用的部分。如办公、生活等产生的废弃物。Non-hazardous waste generated from the company's normal production activities and daily life that cannot be recycled or reused, such as waste from office and daily life.

3.12 其它要求:指职业健康安全法律、法规、行政规章、标准之外的其它能够控制和影响职业健康安全行为的所有规定和要求。如:有关组织的协议; 其它特殊规定、特殊变化或临时性变化过程中所采取的方案; 授权、执照或许可; 合同方应遵守的条款; 相关方的合理要求; 公司的职业健康安全方针和规章制度。Refers to all regulations and requirements other than occupational health and safety laws, regulations, administrative rules, and standards that can control and influence occupational health and safety behaviors. This includes: agreements with relevant organizations; plans adopted during special regulations, special changes, or temporary change processes; authorizations, licenses, or permits; clauses to be observed by contractors; reasonable requests from relevant parties; and the company's occupational health and safety policies and rules and regulations.

3.13 三种状态:指的是正常、异常、紧急:正常时指的是通常业务进行时; 异常时指的是设备、机器的启动、停止等时候; 紧急时指的是泄漏、火灾等发生时。Refer to normal, abnormal, and emergency states:Normal: Refers to routine business operations;Abnormal: Refers to periods such as equipment/machine startup and shutdown;Emergency: Refers to incidents such as leaks and fires.

3.14 三种时态:指的是过去时、现在时和将来时:过去时指的是发生在过去,但环境影响持续到现在; 现在时指的是目前正在发生的; 将来时指的是产品出厂后可能会产生的、法律将有新的规定的或公司新、改、扩建时将会产生的。Refer to past, present, and future tenses:Past tense: Refers to events that occurred in the past but whose environmental impacts continue to the present;Present tense: Refers to what is currently happening;Future tense: Refers to potential impacts

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after product delivery, new legal regulations, or impacts arising from the company's new construction, expansion projects, or expansion projects.

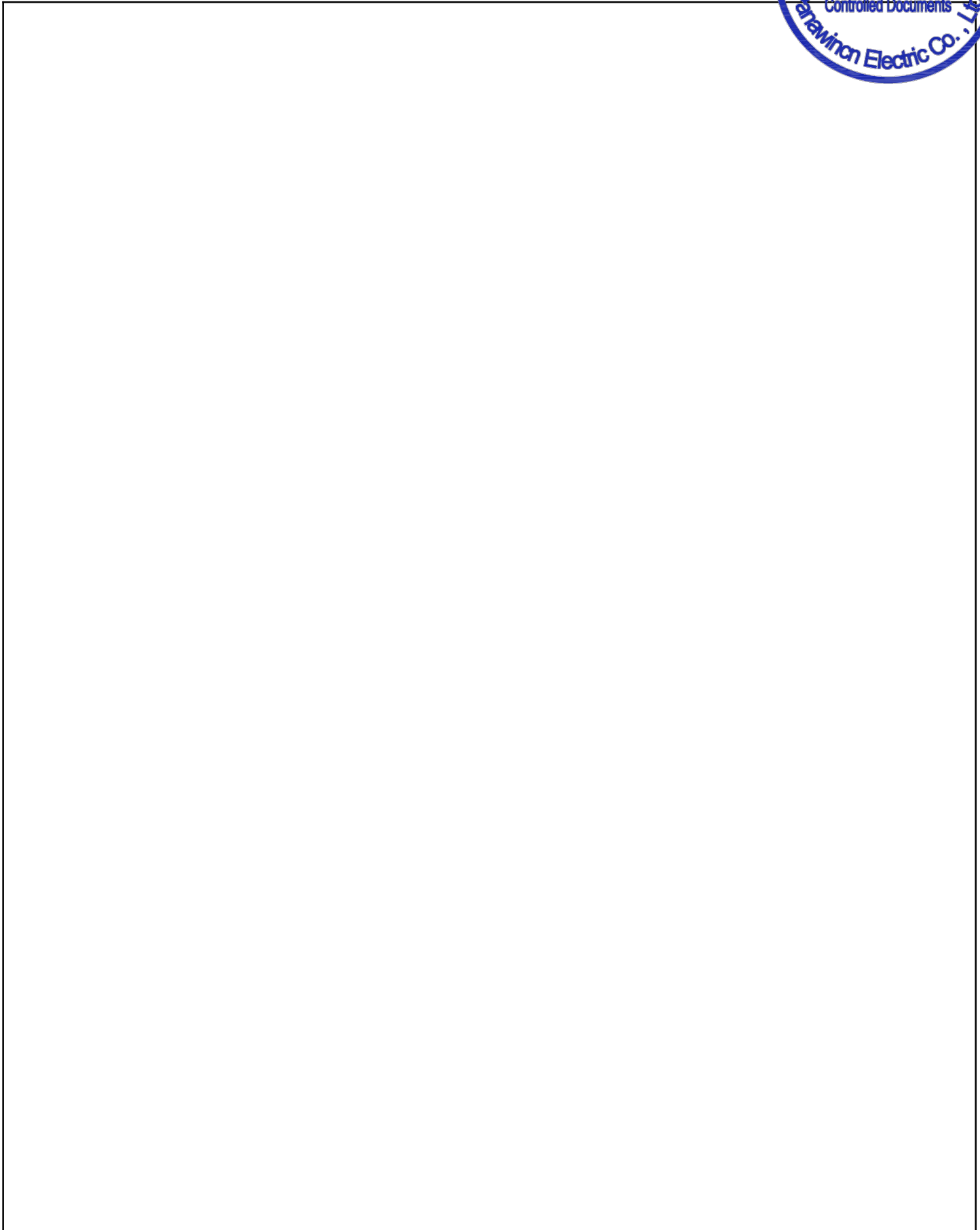
3.15 本手册中除采用以上术语外，补充如下：

- a) 政策性文件：指由各级政府部门、行业管理部门、上级主管部门等下发的有关法律法规方面的文件（包括通知、指令等）。
- b) 法规性文件：指全国人大制定和发布的法律，国务院的行政法规和地方性法规，特别行政区法规和国务院各部委等制定和发布的规章。
- c) 公司内部文件：指公司文件（含会议纪要、通知，以下同）、管理手册、程序文件、企业合同（采购、销售合同除外，以下同）、营业执照等。
- d) 受控分发：指分发时文件封面应有加盖“受控章”，并有编号和分发记录表。
- e) 技术工种：指国家规定必须持有职业资格证书就业的通用技术工种。
- f) 工作环境：指人员作业时所处的一组条件（包括物质的、社会的、心理的和环境的影响因素）。

In addition to the above terms, the following are supplemented in this manual:

- a) Policy Documents: Documents (including notices and instructions) on laws and regulations issued by government departments at all levels, industry management departments, and superior competent departments.
- b) Regulatory Documents: Laws formulated and promulgated by the National People's Congress, administrative regulations of the State Council and local regulations, regulations of special administrative regions, and rules formulated and promulgated by ministries and commissions of the State Council.
- c) Internal Company Documents: Company documents (including meeting minutes and notices, the same below), management manuals, procedure documents, corporate contracts (excluding procurement and sales contracts, the same below), business licenses, etc.
- d) Controlled Distribution: Refers to the distribution of documents with a "controlled stamp" on the cover, as well as document numbers and distribution records.
- e) Technical Work Types: Refers to general technical work types specified by the state that require employment with a professional qualification certificate.
- f) Work Environment: Refers to a set of conditions in which personnel perform their work (including physical, social, psychological, and environmental influencing factors).

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## 0.8 公司组织机构与职责

### 1、组织机构图

由人事部每年根据公司组织架构调整变化制定最新的组织架构图，具体依照《PNWC-DP-03 职责权限和沟通控制程序》实施 The Personnel Department shall formulate the latest organizational chart annually according to the adjustment and change of the organizational structure of the company, which shall be implemented in accordance with the PNWC-DP-03 Responsibility Authority and Communication Control Procedure.

### 2、职责与权限 Responsibilities and Authorities

#### 2.1 总经理 General Manager

2.1.1 建立实施和保持 EHS 管理体系，确保符合 ISO14001:2015 、ISO45001:2018 标准要求。Establish, implement, and maintain the EHS management system to ensure compliance with the requirements of ISO 14001:2015 and ISO 45001:2018 standards.

2.1.2 负责制订、批准和颁布公司 EHS 方针、目标，决定实施方针和目标的措施，并分解落实到各部门和人员实施。Be responsible for formulating, approving, and promulgating the company's EHS policy and objectives, determining measures for implementing the policy and objectives, and decomposing and assigning them to various departments and personnel for implementation.


2.1.3 营造和满足相关方和全体员工要求的内部环境，充分调动员工的积极性，实施全员参与。Create and maintain an internal environment that meets the requirements of relevant parties and all employees, fully mobilize employee enthusiasm, and implement full participation.

2.1.4 贯彻遵守适用的法律法规，规章、标准及相关方要求。Comply with applicable laws, regulations, rules, standards, and requirements of relevant parties.

2.1.5 确保 EHS 管理体系的建立和变更策划，提供必要的人、财、物等资源。Ensure the planning of the establishment and changes of the EHS management system, and provide necessary resources such as personnel, finance, and materials.

2.1.6 设置组织机构，并规定各级部门的职责权限，确保本公司各部门和人员的职责权限和相互关系得到充分发挥和协调沟通；指定 EHS 管理者代表。Set up an organizational structure, specify the responsibilities and authorities of departments at all levels, ensure that the responsibilities, authorities, and interrelationships of all departments and personnel are fully utilized, coordinated, and communicated; appoint an EHS management representative.

2.1.7 主持管理评审，批准评审报告，保持管理体系的持续改进。Preside over management reviews, approve review

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reports, and maintain the continuous improvement of the management system.

2.1.8 主持公司关于环境和职业健康安全的重要会议，并作出决策，批准重大的纠正和预防措施。Preside over important company meetings on environmental and occupational health and safety, make decisions, and approve major corrective and preventive measures.

2.1.9 指导并支持人员为职业健康安全管理体系的有效性作出贡献。Guide and support personnel to contribute to the effectiveness of the occupational health and safety management system.

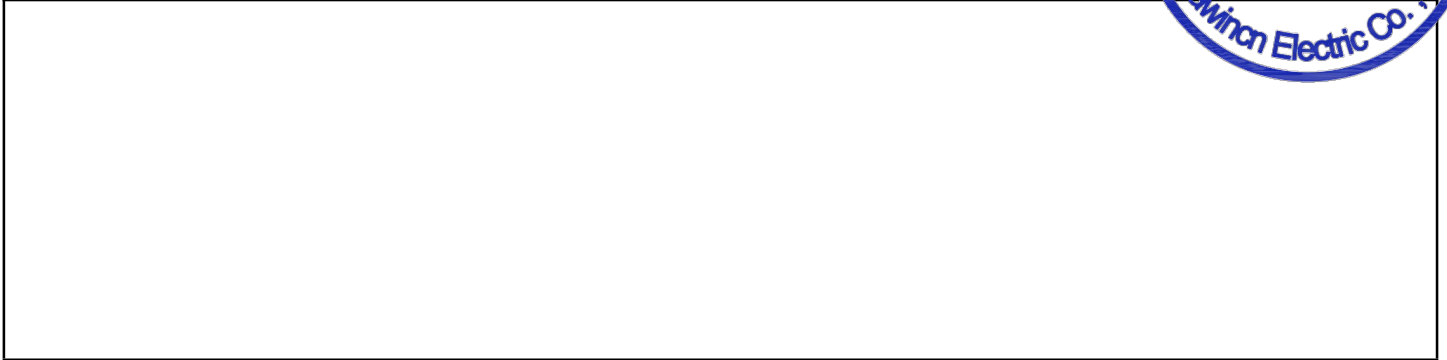
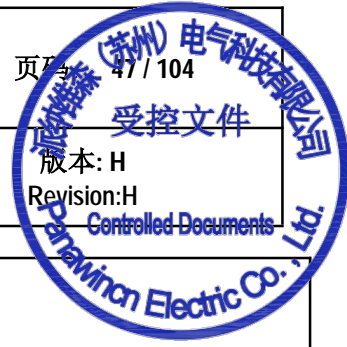
2.1.10 保护工作人员不因报告事件、危险源、风险和机遇而遭受报复。Protect staff from retaliation for reporting incidents, hazards, risks, and opportunities.


2.1.11 确保组织建立和实施工作的协调和参与的过程。Ensure the organization establishes and implements processes for coordination and participation in work.

2.1.12 支持健康安全委员会的建立和运行。Support the establishment and operation of the health and safety committee.

2.1.13 批准 EHS 管理手册的发布。Approve the release of the EHS management manual.

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## 2.2 EHS 管理者代表 EHS Management Representative

为确保环境管理、安全与职业健康管理的要求得到实施与保持，总经理指定 EHS 管理体系管理者代表，颁发相应任命书，并规定职责权限，负责执行、统筹落实 EHS 管理体系的具体工作。其职责和权限如下：To ensure the implementation and maintenance of environmental management, safety, and occupational health management requirements, the General Manager appoints an EHS Management System Representative, issues the corresponding letter of appointment, and defines their responsibilities and authorities to execute and coordinate the specific work of the EHS management system. The responsibilities and authorities are as follows:

2.2.1 按照 ISO14001: 2015 、ISO45001: 2018 标准建立、实施和保持 EHS 管理体系。Establish, implement, and maintain the EHS management system in accordance with ISO 14001:2015 and ISO 45001:2018 standards.

2.2.2 审定公司 EHS 管理手册，批准相关程序文件。Review the company's EHS management manual and approve relevant procedure documents.

2.2.3 负责组织开展内部管理体系审核，开展管理评审活动。Be responsible for organizing internal management system audits and conducting management review activities.

2.2.4 负责公司体系内部协调和沟通，与认证机构、上级机关等的外部联络。Coordinate and communicate within the company's system, and maintain external liaison with certification bodies, superior authorities, etc.

2.2.5 负责处理体系运行中发生的有关问题，定期向总经理汇报体系的运行情况，提出改进建议。Handle issues arising during system operation, regularly report the system's operation status to the General Manager, and propose improvement suggestions.

2.2.6 负责组织开展环境及职业健康安全教育。Be responsible for organizing environmental and occupational health and safety education.

2.2.7 批准公司适用的法律、法规和其它要求的目录。Approve the company's list of applicable laws, regulations, and other requirements.

2.2.8 负责本公司 EHS 管理体系的日常管理工作，组织贯彻落实环境、职业健康与安全方针、目标，组织实施体系持续改进。定期向总经理汇报，并提出改进建议。Oversee the daily management of the company's EHS management system, organize the implementation of the environmental, occupational health, and safety policy and objectives, and drive the continuous improvement of the system. Regularly report to the General Manager and propose improvement suggestions.

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### 2.3 安全管理员 Safety Manager

2.3.1 组织或者参与拟订本公司安全生产规章制度、操作规程和生产安全事故应急救援预案;Organize or participate in formulating the company's work safety rules and regulations, operating procedures, and work safety accident emergency rescue plans;

2.3.2 组织或者参与本单位安全教育生产培训，记录安全教育生产培训情况;Organize or participate in the company's work safety education and training, and record the situation of work safety education and training;

2.3.3 落实本单位重大危险源的安全管理措施;Implement the safety management measures for major hazard sources of the unit;

2.3.4 组织或者参与本单位应急救援演练;Organize or participate in emergency rescue drills of the unit;

2.3.5 检查本公司的安全生产状况，及时排查生产安全事故隐患，提出改进安全生产管理的建议;Inspect the company's work safety conditions, timely investigate work safety accident hazards, and put forward suggestions for improving work safety management;

2.3.6 制止和纠正违规指挥、强令冒险作业、违反操作规程的行为; Stop and correct acts of illegal command, forced risky operations, and violations of operating procedures;

2.3.7 落实本单位安全生产整改措施。Implement the work safety rectification measures of the unit.

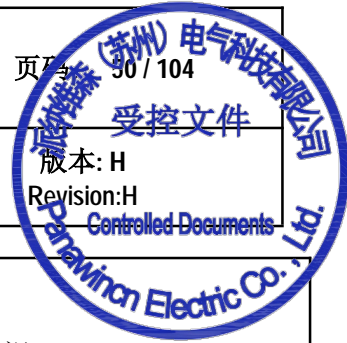
### 2.4 职业健康管理员 Occupational Health Administrator

2.4.1 及时为员工提供常见的医疗诊断和治疗，并负责员工突发疾病和突发伤病的抢救和护送工作，确保抢救及时、规范; Provide timely common medical diagnosis and treatment for employees, and be responsible for the rescue and escort of employees with sudden illnesses or injuries to ensure timely and standardized rescue.

2.4.2 组织公司员工工伤、职业病的鉴定和认定工作，并协助安全管理人员处理工伤和职业病事务，包括工伤和职业病的申报、认定、等级鉴定和理赔工作; Organize the identification and certification of work-related injuries and occupational diseases among company employees, and assist safety management personnel in handling work-related injury and occupational disease matters, including reporting, certification, grade appraisal, and claim settlement for work-related injuries and occupational diseases.

2.4.3 做好公司流行病、多发病、季节性疾病的防治工作和宣传工作，提高从业人员疾病预防意识; Carry out prevention, control, and publicity work for epidemic diseases, frequently occurring illnesses, and seasonal diseases in the

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company to enhance employees' awareness of disease prevention.

2.4.4 接受关于医疗保健的咨询, 提出医疗保健的合理化建议, 增加从业人员医疗卫生知识; Accept consultations on medical care, put forward reasonable suggestions for medical care, and increase employees' knowledge of medical and health matters.

2.4.5 负责公司员工健康体检和从业人员职业病检查工作的计划、安排和实施, 确保检查工作有序开展, 并根据职业病防治单位的要求, 收集、整理、保管公司员工医疗保健、体检和从业人员职业病检查等相关信息资料; Be responsible for planning, arranging, and implementing employee health examinations and occupational disease screenings for employees, ensuring the orderly conduct of such examinations. In accordance with the requirements of occupational disease prevention and control institutions, collect, organize, and preserve relevant information and data related to employees' medical care, health examinations, and occupational disease screenings.

2.4.6 参与编制公司医疗费用等费用预算, 审核各项医疗费用票据, 合理控制费用, 杜绝不合理费用的发生; Participate in preparing budgets for medical expenses and other costs of the company, review various medical expense invoices, reasonably control costs, and eliminate unreasonable expenses.

2.4.7 参加公司的环境卫生检查活动, 对违反环境管理规定的行为提出整改要求, 并对整改措施的落实进行督促、检查; Participate in the company's environmental hygiene inspection activities, put forward rectification requirements for violations of environmental management regulations, and supervise and inspect the implementation of rectification measures.

2.4.8 负责防降温以及冬季防寒工作; Be responsible for heatstroke prevention and cooling measures in summer, as well as cold protection work in winter.

## 2.5 员工代表 Employee Representative

2.5.1 代表全体员工, 就以下职业健康管理体系方面确定的协商: Represent all employees in determining consultations on the following aspects of the occupational health and safety management system:

- a. 相关方的需求和期望; Needs and expectations of relevant parties;
- b. 职业健康安全方针; Occupational health and safety policy;
- c. 公司各部门及各岗位的职责和权限; Responsibilities and authorities of each department and position in the company;
- d. 如何满足法律法规和其他要求; How to meet legal, regulatory, and other requirements;

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- e. 职业健康安全目标以及实现的方案; Occupational health and safety objectives and implementation plans;
- f. 对外包、采购和承包方的控制方法; Control methods for outsourcing, procurement, and contractors;
- g. 所需监视、测量和评价的内容; Content requiring monitoring, measurement, and evaluation;
- h. 建立、实施、保持审核方案; Establishment, implementation, and maintenance of audit programs;
- i. 持续改进; Continuous improvement;

2.5.2 参与危险源辨识、风险和机遇评价以及措施的确定; Participate in hazard identification, risk and opportunity assessment, and determination of control measures.

2.5.3 参与工作人员的能力要求、培训的需求、培训和培训效果评价的确定; Participate in defining competency requirements, training needs, training programs, and evaluation of training effectiveness for staff.

2.5.4 参与内外部沟通内容和方式的确定; Participate in determining the content and methods of internal and external communication.

2.5.5 参与过程运行控制措施的确定以及其有效的实施和应用的确定; Participate in determining process operation control measures and their effective implementation and application.

2.5.6 参与事件和事故的调查以及纠正措施的确定; Participate in incident and accident investigations and determination of corrective actions.

2.5.7 参与工作人员协商和参与的机制的确定; Participate in establishing mechanisms for staff consultation and participation.

2.5.8 代表员工向相关部门和领导反映有关职业健康安全方面的建议。Represent employees in reflecting suggestions on occupational health and safety to relevant departments and leadership.


## 2.6 总务部/公共关系部 General Affairs Department /Public Relations Department (PR Department)

2.6.1 负责公司 EHS 目标的统计与分析; Be responsible for the statistics and analysis of the company's EHS objectives.

2.6.2 负责组织管理方案的编制以及督促实施; Take charge of preparing management plans and supervising their implementation.

2.6.3 负责 EHS 法律法规的收集和更新, 组织相关部门对合规性进行评审; Collect and update EHS laws and regulations, and organize relevant departments to conduct compliance reviews.

2.6.4 组织相关部门识别公司环境因素以及职业健康危险源, 并确定重要环境因素以及重大危险源; Organize

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relevant departments to identify the company's environmental aspects and occupational health hazards, and determine significant environmental aspects and major hazards.

2.6.5 负责职责范围内的内外部信息交流、传递和处理工作；Handle internal and external information exchange, transmission, and processing within the scope of responsibilities.

2.6.6 负责内部审核，准备管理评审资料；Be responsible for internal audits and prepare materials for management reviews.

2.6.7 负责对接政府部门、客户、审核机构等相关方对 EHS 体系的检查或者审核；Coordinate with government departments, clients, audit institutions, and other relevant parties regarding inspections or audits of the EHS management system.

2.6.8 负责定期安排公司重要环境因素和工作场所职业病危害因素的检测，以及安排员工职业健康体检；Regularly arrange testing of the company's significant environmental aspects and occupational hazard factors in the workplace, and schedule employee occupational health examinations.

2.6.9 负责危废的处理以及化学品仓库的管理，不定期检查 EHS 运行过程的控制情况；Manage hazardous waste disposal and chemical warehouses, and conduct unannounced inspections of EHS operational controls.

2.6.10 负责编制应急演练的计划并组织实施；Prepare emergency drill plans and organize their implementation.

2.6.11 负责对火灾事故、安全事故和环境污染的调查、分析和处理；Investigate, analyze, and handle fire accidents, safety incidents, and environmental pollution incidents.

2.6.12 对 EHS 管理体系提出改进建议。Propose improvement suggestions for the EHS management system.

## 2.7 人事部 Personnel Department

2.7.1 执行国家和上级有关法律法规，负责公司人力资源的管理；Implement relevant national and superior laws and regulations, and be responsible for the management of the company's human resources.

2.7.2 执行公司 EHS 管理体系文件，负责本部门的 EHS 目标、指标统计及分析；Implement the company's EHS management system documents, and be responsible for the statistics and analysis of EHS objectives and indicators of the department.

2.7.3 负责职责范围内环境和职业健康安全法律法规及其它相关要求的收集、识别；Be responsible for collecting and identifying environmental, occupational health and safety laws, regulations, and other relevant requirements within the scope of responsibilities.

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2.7.4 负责本部门的环境因素和职业健康安全危险源的识别及控制； Be responsible for the identification and control of environmental aspects and occupational health and safety hazards in the department.

2.7.5 负责职责范围的内外信息收集、分析、交流和处理工作； Be responsible for the collection, analysis, communication, and processing of internal and external information within the scope of responsibilities.

2.7.6 负责新进员工环境保护、三级安全教育训练的安排，年度 EHS 教育训练计划的编制及组织实施； Be responsible for arranging environmental protection and three-level safety education and training for new employees, and preparing and organizing the implementation of annual EHS education and training plans.

2.7.7 对 EHS 管理体系提出改进建议。 Put forward improvement suggestions for the EHS management system.

## 2.8 销售部 sales department

2.8.1 执行公司 EHS 管理体系文件，负责本部门的 EHS 目标、指标统计及分析； Implement the company's EHS management system documents, and be responsible for the statistics and analysis of the department's EHS objectives and indicators.

2.8.2 负责本部门的环境因素和职业健康安全危险源的识别和控制； Identify and control environmental aspects and occupational health & safety hazards within the department.

2.8.3 负责职责范围的内外信息收集、分析、交流和处理工作； Collect, analyze, communicate, and process internal and external information within the scope of responsibilities.

2.8.4 负责对本部门员工进行环境保护、健康安全意识教育训练； Provide environmental protection, health, and safety awareness training to department employees.

2.8.5 对 EHS 管理体系提出改进建议。 Propose improvement suggestions for the EHS management system.

## 2.9 财务部 Finance Department

2.9.1 执行国家和上级有关法律法规，负责公司财务和资金资源管理； Implement relevant national and superior laws and regulations, and be responsible for the company's financial and capital resource management.

2.9.2 执行公司 EHS 管理体系文件，负责本部门的 EHS 目标、指标统计及分析； Implement the company's EHS management system documents, and be responsible for the statistics and analysis of the department's EHS objectives and indicators.

2.9.3 协助总经理策划、控制实现 EHS 目标、指标所必需的财务资源； Assist the general manager in planning and controlling the financial resources necessary to achieve EHS objectives and indicators.

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2.9.4 负责本部门的环境因素和职业健康安全危险源的识别和控制; Identify and control environmental aspects and occupational health & safety hazards within the department.

2.9.5 负责对本部门员工进行环境保护、健康安全意识教育训练; Provide environmental protection, health, and safety awareness training to department employees.

2.9.6 对 EHS 管理体系提出改进建议。Propose improvement suggestions for the EHS management system.

## 2.10 技术部（电缆线束） Engineering Department for Cable Harness

2.10.1 执行国家和上级有关法律法规，负责公司产品设计; Implement relevant national and superior laws and regulations, and be responsible for the company's product design.

2.10.2 执行公司 EHS 管理体系文件，负责本部门的 EHS 目标、指标统计及分析; Implement the company's EHS management system documents, and be responsible for the statistics and analysis of the department's EHS objectives and indicators.

2.10.3 负责新产品设计开发的策划和控制，对产品实现过程进行策划，将环保，职业健康安全理念贯彻在产品设计和产品实现过程中; Plan and control the design and development of new products, plan the product realization process, and implement environmental protection, occupational health, and safety concepts into the product design, development, and realization processes.

2.10.4 及时掌握国家产品环保动态，在产品设计方案中充分考虑环保和职业健康安全要求; Stay updated on national product environmental protection trends, and fully consider environmental protection and occupational health & safety requirements in product design solutions.

2.10.5 做好产品材料消耗的优化设计及资源，材料节约和再利用的研究。Optimize product material consumption design and conduct research on resource/material conservation and reuse.


2.10.6 负责本部门的环境因素和职业健康安全危险源的识别和控制; Identify and control environmental aspects and occupational health & safety hazards within the department.

2.10.7 负责对本部门员工进行环境保护、健康安全意识教育训练; Provide environmental protection, health, and safety awareness training to department employees.

2.10.8 对 EHS 管理体系提出改进建议。Propose improvement suggestions for the EHS management system.

## 2.11 采购部 Procurement Department

2.11.1 执行国家和上级有关法律法规，负责公司物资采购管理; Implement relevant national and superior laws and

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regulations, and be responsible for the company's material procurement management.

2.11.2 执行公司 EHS 管理体系文件，负责本部门的 EHS 目标、指标统计及分析；Implement the company's EHS management system documents, and be responsible for the statistics and analysis of the department's EHS objectives and indicators.

2.11.3 负责对供应商环保、职业健康安全能力进行评价，传达公司 EHS 方针，并施加影响；Evaluate suppliers' environmental protection and occupational health and safety capabilities, communicate the company's EHS policy, and exert influence.

2.11.4 负责职责范围内环境和职业健康安全法律法规及其它相关要求的收集、识别；Collect and identify environmental, occupational health and safety laws, regulations, and other relevant requirements within the scope of responsibilities.

2.11.5 负责本部门的环境因素和职业健康安全危险源的识别及控制；Identify and control environmental aspects and occupational health and safety hazards within the department.

2.11.6 负责职责范围的内外信息收集、分析、交流和处理工作；Collect, analyze, communicate, and process internal and external information within the scope of responsibilities.

2.11.7 负责对本部门员工进行环境保护、健康安全意识教育训练；Provide environmental protection, health, and safety awareness training to department employees.

2.11.8 对 EHS 管理体系提出改进建议。Propose improvement suggestions for the EHS management system.

## 2.12 物流部 Logistics Department

2.12.1 执行国家和上级有关法律法规，负责公司物资的请购、物资和成品仓储管理；Implement relevant national and superior laws and regulations, and be responsible for the company's material requisition, material, and finished product warehousing management.

2.12.2 执行公司 EHS 管理体系文件，负责本部门的 EHS 目标、指标统计及分析；Implement the company's EHS management system documents, and be responsible for the statistics and analysis of the department's EHS objectives and indicators.

2.12.4 负责职责范围内环境和职业健康安全法律法规及其它相关要求的收集、识别；Collect and identify environmental, occupational health and safety laws, regulations, and other relevant requirements within the scope of responsibilities.

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2.12.5 负责本部门的环境因素和职业健康安全危险源的识别及控制; Identify and control environmental aspects and occupational health and safety hazards within the department.

2.12.6 负责职责范围的内外信息收集、分析、交流和处理工作; Collect, analyze, communicate, and process internal and external information within the scope of responsibilities.

2.12.7 负责对本部门员工进行环境保护、健康安全意识教育训练; Provide environmental protection, health, and safety awareness training to department employees.

2.12.8 对 EHS 管理体系提出改进建议。Propose improvement suggestions for the EHS management system.

### 2.13 质量部 Quality Department

2.13.1 执行国家和上级有关法律法规, 负责公司产品的质量管理; Implement relevant national and superior laws and regulations, and be responsible for the company's product quality management.

2.13.2 执行公司 EHS 管理体系文件, 负责本部门的 EHS 目标、指标统计及分析; Implement the company's EHS management system documents, and be responsible for the statistics and analysis of the department's EHS objectives and indicators.

2.13.4 负责职责范围内环境和职业健康安全法律法规及其它相关要求的收集、识别; Collect and identify environmental, occupational health and safety laws, regulations, and other relevant requirements within the scope of responsibilities.

2.13.5 负责本部门的环境因素和职业健康安全危险源的识别及控制; Identify and control environmental aspects and occupational health and safety hazards within the department.

2.13.6 负责职责范围的内外信息收集、分析、交流和处理工作; Collect, analyze, communicate, and process internal and external information within the scope of responsibilities.


2.13.7 负责 EHS 文件的发行, 变更回收管理; Be responsible for the distribution, change, and recycling management of EHS documents.

2.13.8 负责对本部门员工进行环境保护、健康安全意识教育训练; Provide environmental protection, health, and safety awareness training to department employees.

2.13.9 对 EHS 管理体系提出改进建议。Propose improvement suggestions for the EHS management system.

### 2.14 精益工程部 Lean Engineering Department

2.14.1 执行国家和上级有关法律法规, 负责精益生产管理; Implement relevant national and superior laws and

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regulations, and be responsible for lean production management.

2.14.2 执行公司 EHS 管理体系文件，负责本部门的 EHS 目标、指标统计及分析；Implement the company's EHS management system documents, and be responsible for the statistics and analysis of the department's EHS objectives and indicators.

2.14.3 负责职责范围内环境和职业健康安全法律法规及其它相关要求的收集、识别；Collect and identify environmental, occupational health and safety laws, regulations, and other relevant requirements within the scope of responsibilities.

2.14.4 负责本部门的环境因素和职业健康安全危险源的识别及控制；Identify and control environmental aspects and occupational health and safety hazards within the department.

2.14.5 负责对本部门员工进行环境保护、健康安全意识教育训练；Provide environmental protection, health, and safety awareness training to department employees.

2.14.6 对 EHS 管理体系提出改进建议。Propose improvement suggestions for the EHS management system.

## 2.15 生产部（电缆线束）Production Department (Cable Harness)

2.15.1 执行国家和上级有关法律法规，开展环保及安全生产管理；Implement relevant national and superior laws and regulations, and carry out environmental protection and safe production management.

2.15.2 负责建立健全安全、文明生产和环境管理制度；Be responsible for establishing and improving safety, civilized production, and environmental management systems.


2.15.3 参与环境污染和安全事故的调查、分析和处理；Participate in the investigation, analysis, and handling of environmental pollution and safety incidents.

2.15.4 新增设备选型方案中充分考虑安全、环保和节能等要求；Fully consider safety, environmental protection, and energy-saving requirements in the selection plan for new equipment.

2.15.5 制定各类设备的安全操作规程，并监督、检查实施情况；Develop safety operation procedures for various equipment and supervise and inspect their implementation.

2.15.6 负责职责范围内环境和职业健康安全法律法规及其它相关要求的收集、识别；Collect and identify environmental, occupational health and safety laws, regulations, and other relevant requirements within the scope of responsibilities.


2.15.7 负责本部门的环境因素和职业健康安全危险源的识别及控制；Identify and control environmental aspects

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and occupational health and safety hazards within the department.

2.15.8 负责对本部门员工进行环境保护、健康安全意识教育训练； Provide environmental protection, health, and safety awareness training to department employees.

2.15.9 对 EHS 管理体系提出改进建议。 Propose improvement suggestions for the EHS management system.

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## 0.9 管理手册管理 Management Manual Management

1 本《管理手册》（以下简称“手册”）是以 ISO14001:2015、ISO45001:2018 标准为依据，结合本公司实际情况，简要地叙述了本公司符合标准规定的各项要求。This Management Manual (hereinafter referred to as the "Manual") is based on the standards of ISO14001:2015 and ISO45001:2018, and briefly describes the company's compliance with the requirements of these standards in combination with the company's actual conditions.

2 公司各部门必须认真履行本手册中规定的各项职责，切实执行环境、职业健康安全体系要求。All departments of the company must earnestly fulfill the responsibilities specified in this Manual and effectively implement the requirements of the environmental and occupational health and safety management systems.

3 公司环境、职业健康安全管理体系适用范围为电线电缆和用于风力发电机、工业自动化及机器人、新能源汽车、医疗设备的线束产品的生产、销售和服务。The scope of application of the company's environmental and occupational health and safety management systems covers the production, sales, and service of wire and cable, as well as harness products used in wind turbines, industrial automation and robotics, new energy vehicles, and medical equipment.

4 本手册也可用于向顾客和第三方证明本公司的管理体系满足 ISO14001、ISO45001 标准要求的能力。This Manual can also be used to demonstrate to customers and third parties the company's ability to meet the requirements of the ISO14001 and ISO45001 standards through its management systems.

5 总务部负责本手册的编制、修改换版工作。The General Affairs Department is responsible for the preparation, revision, and edition change of this Manual.


6 质量部文控负责本管理手册的发放工作。The Document Control of the Quality Department is responsible for the distribution of this Management Manual.

7 管理者代表负责本手册的审核。The Management Representative is responsible for the review of this Manual.

8 本手册经总经理批准后发布、实施。This Manual is issued and implemented after approval by the General Manager.

9 管理手册发布后，由总务部组织全体员工学习和贯彻。After the release of the Management Manual, the General Affairs Department shall organize all employees to study and implement its contents.

10 管理手册由总务部每年进行一次审核。任何员工均可以提出改进意见，修改意见由总务部汇总后交管理者代表进一步审核并经总经理批准后改进。手册如遇下列情况即换版：The General Affairs Department shall conduct an

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annual review of the Management Manual. Any employee may propose improvement suggestions which shall be summarized by the General Affairs Department and submitted to the Management Representative for further review and approval by the General Manager before implementation. The Manual shall be revised in the following cases:

a) 本公司组织机构或产品结构有重大调整; Major adjustments to the company's organizational structure or product structure;


b) 经管理评审确认应对手册进行换版; Confirmation through management review that the Manual needs to be revised.

11 手册如遇修改或换版时, 只对受控本更换或重新发放。In case of modification or edition change of the Manual, only the controlled copies shall be replaced or reissued.

12 本公司将通过管理评审和内部审核来验证手册的适宜性和符合性。The company will verify the suitability and compliance of the Manual through management reviews and internal audits.






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their realization													
6.2.1 管理目标 management objectives	▲	○	○	○	○	○	○	○	○	○	○	○	○
6.2.2 实现管理目标的措施 的策划 Planning measures to achieve management objectives	○	▲	▲	○	○	○	○	○	○	○	○	○	○





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continuous improvement														
<p>“▲” --主要职能 “○” --相关职能</p>														

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#### 4.组织所处的环境 The environment in which the organization is situated

##### 4.1 理解组织及其所处的环境 Understand the organization and its environment

###### 4.1.1 公司战略和方向 Company strategy and direction

公司致力电线电缆和线束的制造、销售，力争成为客户的最佳供应商，为客户提供强有力的技术支持和质量保证，因此公司在人才、生产和服务方面提供强有力的支持和保证，以便公司产品能有更广泛的应用。The company is committed to the manufacturing and sales of wire, cable, and harness products, striving to become the best supplier for customers by providing strong technical support and quality assurance. Therefore, the company offers robust support and guarantees in talent, production, and service to enable its products to have broader applications.

###### 4.1.2 内部因素和外部因素 Internal and external factors

(1) 公司根据自身实际进行内部因素和外部因素的识别、分析，对影响其实现 EHS 管理体系预期结果的各种外部和内部因素进行必要的管控。这些内部因素和外部因素可以包括需要考虑的正面和负面要素或条件。The company identifies and analyzes internal and external factors according to its own actual situation, and carries out necessary control over various external and internal factors that affect the realization of the expected results of its EHS management system. These internal and external factors may include positive and negative elements or conditions that need to be considered.

(2) 内部环境因素要考虑公司的内部管理、价值观、企业文化、企业的知识和管理绩效等相关因素。Internal environmental factors should consider the company's internal management, values, corporate culture, enterprise knowledge and management performance and other related factors.

(3) 外部因素要考虑国际、国内、本地的各种法律法规、技术、行业竞争、市场环境、外部文化、社会因素和经济因素等相关因素。External factors should consider international, domestic and local laws and regulations, technology, industry competition, market environment, external culture, social factors and economic factors.

(4) 内外部因素包括受公司影响的环境状况或能够影响公司的环境状况。Internal and external factors include environmental conditions that affect the company or can affect the company.

(5) 公司每年定期对这些内部和外部因素的相关信息进行监视和评审，以便及时调整公司战略，应对不断变化的市场。The company regularly monitors and reviews information related to these internal and external factors on an annual basis in order to adjust the company's strategy in a timely manner to respond to changing markets.


###### 4.1.3 相关/引用文件 Related/referenced documents

《组织环境与相关方需求控制程序》 《Organization Environment and Stakeholder Requirements Control Procedure》

##### 4.2 理解相关方的需求和期望 Understand the needs and expectations of stakeholders

4.2.1 由于相关方对公司满足适用法律法规的要求产生影响或潜在影响，因此，公司应按相关程序的确定：As the relevant parties have an impact or potential impact on the company's compliance with applicable laws and regulations, the Company shall determine the relevant procedures as follows:

a) 与环境、职业健康安全管理体系有关的相关方，如顾客、最终用户、股东、外部供应商、员工及监管部门、

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厂区邻居等; Relevant parties related to the environmental and occupational health and safety management system, such as customers, end users, shareholders, external suppliers, employees and regulatory authorities, plant neighbors, etc.

b) 按相关文件的规定要求, 确定这些相关方的需求和期望(即要求)。Identify the requirements and expectations (i.e. requirements) of these stakeholders in accordance with the requirements of relevant documents.

c) 这些相关方的需求和期望中哪些将成为其合规义务。Which of these stakeholders' needs and expectations will become their compliance obligations.

4.2.2 公司各部门按相关文件规定对这些相关方及其要求的相关信息进行定期的监视和评审, 以便及时调整公司战略, 适应市场的需求。Each department of the company shall regularly monitor and review the relevant information of these related parties and their requirements in accordance with relevant documents, so as to timely adjust the company's strategy to meet the market demand.

#### 4.2.3. 相关/引用文件 Related/referenced documents

《组织环境与相关方需求控制管理程序》 《Organization Environment and Stakeholder Requirements Control Procedure》

### 4.3 确定管理体系的范围 Determine the scope of the management system


4.3.1 公司环境和职业健康安全管理体系的边界和适用性决定了环境和职业健康安全管理体系的控制范围。 The boundary and applicability of the company's environmental and occupational health and safety management system determine the control scope of the environmental and occupational health and safety management system.

4.3.2 在确定公司环境和职业健康安全管理体系范围时, 组织应考虑: When determining the scope of the company's environmental and occupational health and safety management system, the organization shall consider:

- a) 各种内部和外部因素, 见4.1; Various internal and external factors, see 4.1;
- b) 相关方的要求及相关的合规义务, 见4.2; The requirements of the relevant parties and the relevant compliance obligations are shown in 4.2;
- c) 其组织单元、职能和物理边界; Its organizational units, functions and physical boundaries;
- d) 组织的产品、活动和服务。Products, activities and services provided by the organization.
- e) 其实施控制与施加影响的权限和能力。The authority and ability to implement control and exert influence.

4.3.3 对本公司确定的环境和职业健康安全管理体系范围的全部要求, 组织应予以实施。The organization shall implement all the requirements of the environmental and occupational health and safety management system scope determined by the company.

4.3.4 相关范围描述都以文件信息加以保持。并可为相关方获取。The relevant scope descriptions are maintained in

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the form of document information and are available to interested parties.

#### 4.4 环境和职业健康安全管理体系及其过程 Environmental and occupational health and safety management system and its processes

4.4.1 本章节规定了公司在建立、实施、保持和持续改进环境和职业健康安全管理体系时，应遵循的要求并明确：This chapter specifies the requirements that the company should follow when establishing, implementing, maintaining and continuously improving the environmental and occupational health and safety management system, and specifies:

- a) 确定管理体系所需的过程及其在组织中的应用； Determine the processes required by the management system and their application in the organization;
- b) 确定这些过程中所需的输入和期望的输出，过程的顺序和相互作用； Identify the inputs required and the desired outputs, the sequence and interaction of the processes;
- c) 确定为确保过程有效运行所需的准则方法； Identify the criteria and methods required to ensure the effective operation of the process;
- d) 确保可以获得必要的资源与信息，以支持这些过程的有效运行和对这些过程进行监视； Ensure that the necessary resources and information are available to support the effective operation of these processes and to monitor them;
- e) 监视、测量和分析这些过程； Monitoring, measuring and analysing these processes;
- f) 实施必要的措施，以实现对这些过程策划的结果和对这些过程的持续改进。 Implement necessary measures to achieve the results of planning these processes and continuous improvement of these processes.

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## 5. 领导作用和工作人员的参与 Leadership and staff involvement

### 5.1 领导作用和承诺 Leadership and commitment

最高管理者应通过以下方面证实其在环境和职业健康安全管理体系方面的领导作用和承诺: The top management shall demonstrate its leadership and commitment to the environmental and occupational health and safety management system through:

5.1.1 对管理体系的有效性负责, 承担防止与工作有关的伤害和健康损害并提供安全与健康工作场所的总体责任和义务; Be responsible for the effectiveness of the management system and assume overall responsibility and obligation to prevent work-related injuries and health damage and provide a safe and healthy workplace;

5.1.2 确保制定环境和职业健康安全管理体系的方针和目标, 并与组织环境和战略方向相一致; Ensure that the environmental and occupational health and safety management system policy and objectives are consistent with the organization's environmental and strategic direction;

5.1.3 确保将环境和职业健康安全管理体系要求融入与组织的业务过程; Ensure that environmental and occupational health and safety management system requirements are integrated into the organization's business processes;

5.1.4 确保获得建立、实施、保持和持续改进环境和职业健康安全管理体系所需的资源; Ensure that the resources required to establish, implement, maintain and continuously improve the environmental and occupational health and safety management system are available;

5.1.5 沟通有效的和符合环境和职业健康安全管理体系要求的重要性; The importance of effective communication and compliance with environmental and occupational health and safety management system requirements;

5.1.6 确保实现环境和职业健康安全管理体系的预期结果; Ensure that the expected results of the environmental and occupational health and safety management system are achieved;

5.1.7 促使、指导和支持员工努力提高环境和职业健康安全管理体系的有效性; To promote, guide and support employees in their efforts to improve the effectiveness of environmental and occupational health and safety management systems;

5.1.8 确保和促进持续改进; Ensure and promote continuous improvement;


5.1.9 支持其他管理者履行其相关领域的职责; Support other managers to perform their duties in relevant areas;

5.1.10 在组织内营造、领导和促进支持管理体系预期结果的文化; Creating, leading and promoting a culture of support for the expected outcomes of the management system within the organization;

5.1.11 保护工作人员在报告事件、危险源、风险和机遇时不受报复; Protect workers from retaliation when reporting incidents, hazards, risks and opportunities;

5.1.12 确保组织建立并实施一个或多个过程, 用于工作人员的协商和参与; Ensure that the organization establishes and implements one or more processes for staff consultation and participation;

5.1.13 支持健康安全委员会的建立和运行。 Support the establishment and operation of the Health and Safety Committee.

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## 5.2 管理方针 administrative policy

### 5.2.1 制定环境和职业健康安全方针 Develop environmental and occupational health and safety policy

(1) 公司环境和职业健康安全方针见管理手册0.6章节。The company's environmental and occupational health and safety policy is shown in chapter 0.6 of the management manual.

(2) 公司环境和职业健康安全方针由总经理制定、批准、发布，环境和职业健康安全方针的指定应：The company's environmental and occupational health and safety policy shall be formulated, approved and issued by the general manager. The designation of the environmental and occupational health and safety policy shall:

a) 提供安全健康的工作条件的承诺，以防止与工作相关的伤害和健康损害；并适合于组织的宗旨、规模和组织所处环境（包括其活动、产品和服务的性质、规模和环境影响），以及管理体系风险和机遇的特性；A commitment to provide safe and healthy working conditions to prevent work-related injuries and health damage; and be appropriate to the purpose, size and environment of the organization (including the nature, scale and environmental impact of its activities, products and services), as well as the characteristics of the management system risks and opportunities;

b) 为制定环境目标和职业健康安全目标提供框架；Provide a framework for setting environmental and occupational health and safety objectives;

c) 包括满足法律法规要求和其他要求的承诺，其中包含污染预防及其他与组织所处的环境有关的特定承诺；Commitments that include compliance with legal and regulatory requirements and other requirements, including pollution prevention and other specific commitments related to the environment in which the organization operates;

d) 包括履行其合规义务的承诺；Commitments to comply with their compliance obligations;

e) 包括消除危险源和降低职业健康安全风险的承诺；Including a commitment to eliminate hazards and reduce occupational health and safety risks;

f) 包括持续改进环境和职业健康安全管理体系以提高环境和职业健康安全绩效的承诺；Including a commitment to continuously improve the environmental and occupational health and safety management system to improve environmental and occupational health and safety management performance;


g) 包括工作人员及所存在员工代表协商和参与的承诺。This includes the commitment of staff and the presence of employee representatives to consult and participate.

### 5.2.2 沟通环境和职业健康安全方针 Communication of environmental and occupational health and safety policy

(1) 环境和职业健康安全方针以文件的形式发布，在公司内部以网络、宣传册等形式，以便让员工及时知晓。The environmental and occupational health and safety policy is issued in the form of documents, and in the form of networks and brochures within the company, so that employees can know in time.

(2) 公司应将环境和职业健康安全方针对全体员工进行宣讲、教育，确保每个员工熟悉、理解并贯彻执行。The company shall disseminate and educate all employees on environmental and occupational health and safety to ensure that each employee is familiar with, understands and implements them.

(3) 必要时，环境和职业健康安全方针可提供给相关方。The environmental and occupational health and safety policy

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may be made available to interested parties when necessary.

(4) 公司应通过管理评审对环境 and 职业健康安全方针进行适宜性评审和修订, 以反映不断变化的内部和外部条件和信息。The company shall conduct a management review of the environmental and occupational health and safety policy to reflect changing internal and external conditions and information.

### 5.3 组织的岗位、职责和权限 The organization's positions, responsibilities and authorities

5.3.1 组织机构图和管理职责, 见章节 0.8。Organization chart and management responsibilities are shown in Chapter 0.8.

### 5.4 工作人员的协商和参与 Consultation and participation of staff

5.4.1 公司鼓励和支持员工协商和参与职业健康安全管理体系的各项流程、规范、改进措施的讨论和实施, 确保符合安全生产的要求; The company encourages and supports employees to negotiate and participate in the discussion and implementation of various processes, norms and improvement measures of the occupational health and safety management system to ensure compliance with the requirements of safe production;

5.4.2 为协商和参与提供必要的机制、时间和资源; Provide the necessary mechanisms, time and resources for consultation and participation;

5.4.3 及时提供对明确的、易理解的和相关的职业健康安全管理体系信息的渠道; Provide timely access to clear, understandable and relevant occupational health and safety management system information;

5.4.4 确定和消除妨碍参与的障碍, 并尽可能减少那些难以消除的障碍; Identify and remove barriers to participation and minimize those that are difficult to remove;

5.4.5 建立《沟通和交流控制程序》明确员工协商与参与的规范要求。Establish the "Communication and Exchange Control Procedure" to clarify the standard requirements of employee consultation and participation.

#### 5.4.6 相关引用/文件 Relevant references/documents

《沟通和交流控制程序》《Communication and Exchange Control Procedures》

## 6 策划 plan

### 6.1 应对风险和机遇的措施 Measures to deal with risks and opportunities

#### 6.1.1 识别风险和机遇 Identify risks and opportunities

策划环境和职业健康安全管理体系, 公司应考虑到内外部因素和相关方的要求, 内外部环境要素信息的获取应考虑: Planning environmental and occupational health and safety management system, the company shall take into account internal and external factors and the requirements of relevant parties. The acquisition of information on internal and external environmental elements shall take into account:

(1) 可能对企业的目标造成影响的变更和趋势; Changes and trends that may affect the objectives of the enterprise;

(2) 相关方的关系, 以及相关方的理念、价值观; The relationship of stakeholders, as well as the ideas and values of stakeholders;

(3) 企业管理、战略优先、内部政策和承诺; Enterprise management, strategic priorities, internal policies and

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commitments;

(4) 资源的获得和优先供给、技术变更; Access to and priority supply of resources, technological change

(5) 与环境和职业健康安全管理体系有关的相关方要求。Requirements of interested parties related to environmental and occupational health and safety management systems.

确定需要应对的风险和机遇, 以便: Identify risks and opportunities to be addressed in order to:

a) 确保环境和职业健康安全管理体系能够实现其预期结果; Ensure that the environmental and occupational health and safety management system achieves its intended results;

b) 增强有利影响; Enhance the positive impact;

c) 预防或减少不期望的影响, 包括外部环境状况对组织的潜在影响; Prevent or reduce unintended effects, including the potential impact of external environmental conditions on the organization;

d) 实现持续改进。Achieve continuous improvement.

公司应确定其环境管理体系范围内的潜在紧急情况, 特别是那些可能具有环境影响的潜在紧急情况。The company shall identify potential emergencies within the scope of its environmental management system, in particular those that may have environmental impacts.

公司应保持需要应对的风险和机遇的文件化信息; 确定并应对其风险和机遇所需的过程和措施, 其详细程度应使人确信这些过程按策划得到实施。

The company shall maintain documented information on the risks and opportunities that need to be addressed; identify and address the processes and measures required for the risks and opportunities, and the level of detail shall be such as to assure that the processes are implemented as planned.

#### 6.1.2 环境因素 environmental factors

公司应在所界定的环境管理体系范围内, 确定其活动、产品和服务中能够控制和能够施加影响的环境因素及其相关的环境影响。The company shall identify environmental factors and their related environmental impacts that can be controlled and influenced in its activities, products and services within the defined environmental management system.

在识别环境因素时应考虑生命周期观点。The life cycle perspective should be taken into account when identifying environmental factors.

在识别和评价环境因素时, 必须考虑: In the identification and evaluation of environmental factors, the following must be considered:

(1) 变更, 包括已纳入计划的或新的开发, 以及新的或修改的活动、产品和服务; Changes, including planned or new developments, as well as new or modified activities, products and services;

(2) 异常状况和可合理预见的紧急情况。Abnormal conditions and reasonably foreseeable emergencies.

公司应根据所建立的准则, 确定那些具有或可能具有重大环境影响的环境因素 (重要环境因素)。适当时, 公司应在其各层次和职能间沟通其重要环境因素。The company shall identify environmental factors (significant environmental factors) that have or may have significant environmental impacts in accordance with the established criteria. Where

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appropriate, the company shall communicate its significant environmental factors at all levels and functions.  
 公司应保持确定其重要环境因素的准则、环境因素及相关环境影响、重要环境因素等文件化信息。The company shall keep documented information such as the criteria for determining its significant environmental factors, environmental factors and related environmental impacts, and significant environmental factors.

### 6.1.3 危险源辨识及风险和机遇的评价 Hazard identification and risk and opportunity evaluation


公司范围内运行中的危险源进行识别与评价使重大危险源得到有效控制。The hazards in operation within the company are identified and evaluated to effectively control the major hazards.

(1) 总务部负责公司识别其职业健康管理体系覆盖范围内的活动、生产服务中能够控制、或能够施加影响的安全因素，应考虑到已纳入计划的或新的开发、新的或修改的活动、生产服务等因素；各部门负责识别和确定各部门业务范围内的对职业健康安全具有、或可能具有重大影响的因素。总务部应将这些信息汇总形成文件并及时更新。The General Affairs Department is responsible for the company's identification of safety factors within the scope of its occupational health management system that can be controlled or influenced in activities and production services. This should take into account planned or newly developed, new or modified activities and production services. Each department is responsible for identifying and determining factors within their business scope that have a significant impact on occupational health and safety, or may potentially have such an impact. The General Affairs Department should compile this information into documents and update them promptly.

公司应确保在建立、实施和保持职业健康管理体系时，对不可接受风险加以考虑。The company shall ensure that unacceptable risks are considered in the establishment, implementation and maintenance of the occupational health management system.

(2) 公司持续进行危险源辨识、风险评价和实施必要的控制措施。这些程序应包含：The company shall continue to identify hazards, evaluate risks and implement necessary control measures. These procedures shall include:

- 常规和非常规活动； Conventional and unconventional activities;
- 所有进入工作场所的人员（包括承包方人员和访问者）的活动； All activities of personnel entering the workplace (including contractor personnel and visitors);
- 人的行为、能力和其他人为因素； Human behavior, ability and other human factors;
- 已识别的源于工作场所外的，能对工作场所内公司控制下的人员的健康安全产生不利影响的危险源； Hazards identified from outside the workplace that can adversely affect the health and safety of persons under the control of the company in the workplace;
- 在工作场所附近，由公司控制下的工作相关活动所产生的危险源； Sources of danger arising from work-related activities under the control of the company near the workplace;

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——由本公司或外界所提供的工作场所的基础设施、设备和材料; Infrastructure, equipment and materials provided by the company or outside the workplace;

——公司及其活动的变更、材料的变更、或设计的变更; Changes in the company and its activities, materials or design;

——职业健康安全管理体系的更改包括临时性变更等, 及其对运行、过程和活动的影响; Changes to the occupational health and safety management system, including temporary changes, and their impact on operations, processes and activities;

——所有与风险评价和实施必要控制措施相关的适用法律义务; All applicable legal obligations related to risk assessment and implementation of necessary control measures;

——对工作区域、过程、装置、机器和(或)设备、操作程序和工作组织的设计, 包括对人的能力的适应。The design of the work area, process, plant, machine and/or equipment, operating procedures and work organization, including adaptation to human capabilities.

公司应确保职业健康安全目标时, 考虑这些风险评价的结果和控制的效果, 将此信息形成文件并及时更新。When the company ensures occupational health and safety objectives, it shall consider the results of these risk assessments and the effectiveness of controls, document this information and update it in a timely manner.

公司的危险源辨识和风险评价的方法应: The company's hazard identification and risk assessment methods should:

——根据风险的范围、性质和时机进行界定, 以确保该方法是主动性的而不是被动性的; Defined in terms of the scope, nature and timing of risks to ensure that the approach is proactive rather than reactive;

——提供风险确认、风险分级和风险优先次序的区分, 识别可通过职业健康安全目标和职业健康安全管理方案中所规定的措施来消除和控制的风险; Provide a distinction between risk identification, risk classification and risk priority, and identify risks that can be eliminated and controlled through measures specified in occupational health and safety objectives and occupational health and safety management programs;

——与运行经验和所采取的风险控制措施的能力相适应风险文件的形成和适当时控制措施的应用; The formation of risk documents and the application of appropriate control measures in accordance with operational experience and the ability to take risk control measures;

——为确定设施要求、识别培训需求和(或)开展运行控制提供输入信息; Provide input information to determine facility requirements, identify training needs and (or) conduct operational controls;


——规定对所要求的活动进行监视, 以确保其及时有效的实施。The required activities are monitored to ensure their timely and effective implementation.

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公司确保在确定控制措施时考虑风险评价的结果。The company ensures that the results of risk assessment are taken into account when determining control measures.

在确定控制措施或考虑变更现有控制措施时，应按如下顺序考虑降低风险：When determining control measures or considering changes to existing control measures, the following order should be considered for risk reduction:

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i.消除 eliminate

ii.替代 replace

iii.过程控制措施 Process control measures

iv.标志、警告和（或）管理控制措施 Signs, warnings and (or) management control measures

vi.个体防护装备 Individual protective equipment

总部主导负责对危险源危险源辨识、风险评价和风险控制，各部门负责本部门区域内的危险源危险源辨识、风险评价和风险控制。并将危险源辨识、风险评价和控制措施的结果形成文件并及时更新。The General Affairs Department is responsible for the identification, risk assessment and risk control of hazard sources, while each department is responsible for the identification, risk assessment and risk control of hazard sources within its own area. The results of hazard source identification, risk assessment and control measures shall be documented and updated in time.

在建立、实施和保持职业健康安全管理体系时，确保对职业健康安全风险和确定的控制措施加以考虑。Ensure that occupational health and safety risks and identified control measures are considered when establishing, implementing and maintaining an occupational health and safety management system.

6.1.4 合规义务/法律法规及其他要求的确定 Determination of compliance obligations/Laws and regulations and other requirements

建立、实施并保持程序来识别与公司的活动、产品和服务有关的法律、法规和其它要求，并建立获取这些要求的渠道。确定适用的法律、法规和其它要求如何运用到公司的活动、产品和服务以及相关的环境因素和风险因素。Establish, implement and maintain procedures to identify legal, regulatory and other requirements related to the company's activities, products and services and establish access to these requirements. Determine how applicable legal, regulatory and other requirements are applied to the company's activities, products and services and related environmental and risk factors.


(1) 公司应确定并获取与其环境因素、危险源有关的合规义务；The company shall identify and obtain compliance obligations related to its environmental factors and hazard sources;

(2) 应确定如何将这合规义务应用于公司；How these compliance obligations will be applied to the company should be determined;

(3) 在建立、实施、保持和持续改进其环境、安全管理体系时必须考虑这些合规义务；These compliance obligations must be taken into account in the establishment, implementation, maintenance and continuous improvement of their environmental and safety management systems;

(4) 应保持其合规义务的文件化信息；Documentation of its compliance obligations should be maintained;

(5) 合规义务可能会给公司带来风险和机遇。Compliance obligations can bring risks and opportunities to a company.

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### 6.1.5 策划应对环境和安全的风险和机遇 Plan for environmental and safety risks and opportunities

(1) 公司应策划采取措施对这些风险和机遇进行管理: The company shall plan to take measures to manage these risks and opportunities:

- a) 重要环境因素; Important environmental factors;
- b) 重大危险因素及不可接受风险; Major risk factors and unacceptable risks;
- c) 合规义务; Compliance obligations;
- d) 6.1.1所识别的风险和机遇。 6.1.1 Risks and opportunities identified.

(2) 公司应策划如何在环境和职业健康安全管理体系过程中整合并实施这些措施, 评价这些措施的有效性; The company shall plan how to integrate and implement these measures in the process of environmental and occupational health and safety management system, and evaluate the effectiveness of these measures;

(3) 应对风险和机遇的措施应与其对于产品和服务符合性的潜在影响相适应; Measures to address risks and opportunities should be commensurate with their potential impact on the conformity of products and services;

(4) 风险与机遇识别时机包括环境和职业健康安全管理体系策划、企业宗旨变化、战略变化、内外部环境变化、公司及其背景、相关方的需求和期望变化; The timing of risk and opportunity identification includes environmental and occupational health and safety management system planning, changes in corporate purpose, strategic changes, internal and external environmental changes, the company and its background, and changes in the needs and expectations of stakeholders;

(5) 当策划这些措施时,公司应考虑其可选技术方案、财务、运行和经营要求。 When planning these measures, the company should consider its alternative technical options, financial, operational and operational requirements.

### 6.1.6. 相关/引用文件 Related/referenced documents

- 《风险和机遇应对措施控制程序》 《Risk and Opportunity Response Control Procedure》
- 《环境因素识别与评价控制程序》 《Environmental factor identification and evaluation control procedure》
- 《危险源识别与评价控制程序》 《Hazard identification, evaluation and control procedure》
- 《法律法规控制程序》 《Laws and regulations control procedures》

## 6.2 管理目标及其实现的策划 Planning of management objectives and their realization

6.2.1 公司环境和职业健康安全管理体系目标见管理手册 0.6 章节。 The company's environmental and occupational health and safety management objectives are shown in Chapter 0.6 of the Management Manual.

(1) 总经理负责批准发布公司环境目标和职业健康安全管理体系目标。 The general manager is responsible for approving and releasing the company's environmental objectives and occupational health and safety management objectives.

(2) 为确保公司环境和职业健康安全管理体系目标的实现, 公司应对环境和职业健康安全管理体系所需的相关职能、层次和过程设定分目标, 即在相关的部门建立分目标。 需要考虑重要环境因素和合规性义务, 考虑其风险和机遇。 In order to ensure the realization of the company's environmental and occupational health safety management objectives, the company shall set sub-goals for the relevant functions, levels and processes required by the environmental and occupational health safety management system, that is, establish sub-goals in the relevant departments. It is necessary to consider important

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environmental factors and compliance obligations, as well as their risks and opportunities.

(3) 这些目标应满足可测量要求, 并与环境和职业健康安全方针保持一致, 内容应包括: These objectives shall meet measurable requirements and be consistent with the environmental and occupational health and safety policy and shall include:

- a) 产品和服务要求; Product and service requirements;
- b) 为满足顾客要求所进行的活动等; Activities carried out to meet customer requirements;
- c) 目标应考虑企业面向市场目前和未来的需要, 产品和服务及顾客满意的状况, 体现持续改进要求。The objectives should take into account the current and future needs of the enterprise facing the market, the status of products and services and customer satisfaction, and reflect the requirements for continuous improvement.
- d) 环境和职业健康安全目标应可测量; Environmental and occupational health safety management objectives should be measurable;
- e) 环境和职业健康安全目标应得到监视; Environmental and occupational health and safety management objectives should be monitored;


(4) 各部门每年应对管理目标的实施情况进行评价, 对实施结果与现有管理目标的所示差距, 应不断寻找改进机会, 设定新的管理目标, 必要时予以更新。Each department shall evaluate the implementation of management objectives every year, and constantly seek opportunities for improvement to set new management objectives and update them when necessary in view of the gap between the implementation results and the existing management objectives.

(5) 环境和职业健康安全目标应与相关部门及相关方进行必要的沟通。The environmental and occupational health and safety management objectives shall be communicated with relevant departments and interested parties as necessary.

#### 6.2.2 环境和职业健康安全目标、指标和管理方案的制定 Development of environmental and occupational health and safety objectives, indicators and management programmes

为保证公司环境、职业健康安全目标和指标的实现, 针对重要环境和风险因素制定相应的管理方案, 以确保目标的实现, 公司应确定: In order to ensure the realization of the company's environmental, occupational health and safety objectives and indicators, and to formulate corresponding management plans for important environmental and risk factors to ensure the realization of the objectives, the company shall determine:

- (1) 采取的措施; Measures taken;
- (2) 需要的资源; The resources required;
- (3) 由谁负责; Who is responsible;
- (3) 何时完成; When to complete;
- (4) 如何评价结果; How to evaluate the results;
- (5) 实现目标的措施如何融入其业务过程。How the measures to achieve the objectives are integrated into its business

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processes.

6.2.3 环境和职业健康安全管理方案的检查与修订 Check and revise the environmental and occupational health and safety management program


(1) 各责任部门对环境/职业健康安全管理方案的实施情况进行检查; Each responsible department shall check the implementation of the environmental/occupational health and safety management program;

(2) 在环境和职业健康安全目标、指标发生变化或制定的措施不适应及出现新的环境因素和危险源等情况时需要更改环境和职业健康安全管理方案。管理者代表要及时组织各单位对环境和职业健康安全管理方案进行修订。When the objectives and indicators of environmental and occupational health and safety change, or the measures formulated are not suitable, or new environmental factors and hazard sources appear, the environmental and occupational health and safety management plan needs to be changed. The management representative should timely organize all units to revise the environmental and occupational health and safety management plan.

(3) 修订后的环境和职业健康安全管理方案要经总经理（特殊情况下可授权的人员）进行审批。The revised environmental and occupational health and safety management plan shall be approved by the general manager (or authorized personnel in special circumstances).

6.2.4 相关/引用文件 Related/referenced documents

《环境及安全监视和测量控制程序》 《Environmental and Safety Monitoring and Measurement Control Procedure》

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## 7 支持 support

### 7.1 资源 resource

7.1.1 公司应确定并提供为建立、实施、保持和持续改进环境和职业健康安全管理体系所需的资源。各部门根据环境和职业健康安全管理体系的实施、保持和改进需求进行识别，提出所需的资源报总经理。The company shall determine and provide the resources needed to establish, implement, maintain and continuously improve the environmental and occupational health and safety management system. Each department shall identify the requirements for the implementation, maintenance and improvement of the environmental and occupational health and safety management system and report the required resources to the general manager.

7.1.2 总经理为达到以下目的，确定并提供所需的资源：The General Manager shall identify and provide the required resources to achieve the following objectives:

- 1) 为实施、保持和改进环境和职业健康安全管理体系的各过程；The processes for the implementation, maintenance and improvement of the environmental and occupational health and safety management system;
- 2) 为满足法律、法规的要求。To meet the requirements of laws and regulations.

### 7.2 能力 ability

7.2.1 基于适当的教育、培训、技能和经验，确保所有为公司或代表公司从事影响（直接或间接影响）环境和职业健康安全管理体系绩效的人员，都具备相应的能力。Based on appropriate education, training, skills and experience, ensure that all personnel who work for or on behalf of the company to influence (directly or indirectly) the performance of the environmental and occupational health and safety management system have the appropriate capabilities.

7.2.2 相关岗位职责、权限和任职资格条件在公司各岗位的要求中作出规定。The relevant job responsibilities, authority and qualification conditions are stipulated in the requirements of each position in the company.

7.2.3 按各类人员岗位职责规定进行考核/考评，评价其能力的符合性。Assess the compliance of their abilities according to the job responsibilities of various personnel.

7.2.4 采取的适当措施可包括对在职人员进行培训、辅导或重新分配工作，或者招聘具备能力的人员，使相关人员具备岗位要求所需的能力。Appropriate measures may include training, coaching or redeployment of staff in post, or recruitment of competent personnel to meet the requirements of the position.

7.2.5 保留适当的文件或记录，作为证实相关人员具备相应能力的证据。Keep appropriate documents or records as evidence of the relevant person's competence.

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### 7.3 意识 consciousness

7.3.1 人事部根据培训内容和需求，制定和实施培训计划，满足体系运行所规定人员的能力需求。The personnel department shall formulate and implement the training plan according to the training content and requirements, so as to meet the ability requirements of the personnel specified in the system operation.

7.3.2 培训应确保使每一位员工都能认识到自己所从事的活动或工作对环境 and 职业健康安全管理体系的相关性和重要性，以及如何为实现管理目标作出贡献。包括：The training should ensure that every employee is aware of the relevance and importance of their activities or work to the environmental and occupational health and safety management system, as well as how they can contribute to achieving management objectives. This includes:

- a) 环境方针和职业健康安全管理体系方针； Environmental policy and occupational health and safety management policy;
- b) 相关的环境目标和职业健康安全管理体系目标； Related environmental objectives and occupational health and safety management objectives;
- c) 与他们的工作相关的重要环境因素和相关的实际或潜在的环境影响； Important environmental factors related to their work and the actual or potential environmental impacts associated with them;
- d) 与他们的工作相关的危险源、职业健康安全风险及所确定的措施； Hazard sources and occupational health and safety risks related to their work and the measures identified;
- e) 与他们有关的事件及事件调查的结果； Events relating to them and the results of investigations into those events;
- f) 他们对环境和职业健康安全管理体系有效性的贡献，包括对提高管理体系绩效的贡献； Their contribution to the effectiveness of environmental and occupational health and safety management systems, including their contribution to improving the performance of management systems;
- g) 不符合环境与职业安全管理体系要求，包括未履行组织的合规义务的后果。 Failure to comply with environmental and occupational safety management system requirements, including the consequences of failing to fulfill the organization's compliance obligations.
- h) 有能力将他们自己从他们认为会对他们的生命或健康构成危急和严重危险的工作状态中转移出来，而且保护他们免受因此而导致不当后果的安排。 The ability to move them from work situations that they perceive as posing an imminent and serious risk to their life or health, and arrangements to protect them from the resulting adverse consequences.


#### 7.3.3 相关/引用文件 Related/referenced documents

《人力资源管理控制程序》 《Human Resource Management Control Procedure》

### 7.4 信息交流 communication for information

#### 7.4.1 总则 general principles

(1) 公司根据环境和职业健康安全管理体系运行要求，明确与体系相关的内部沟通和外部沟通要求。The company shall clarify the internal and external communication requirements related to the system according to the operation requirements of the environmental and occupational health and safety management system.

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(2) 公司根据内外沟通要求, 策划沟通计划, 包括: According to the internal and external communication requirements, the company plans the communication plan, including:

- a) 信息交流的内容 (沟通什么); The content of information exchange (what to communicate);
- b) 何时进行信息交流 (何时沟通); When to communicate information (when to communicate);
- c) 与谁进行信息交流 (与谁沟通); Who to communicate with (who to communicate with);
- d) 如何进行信息交流 (如何沟通); How to communicate information (how to communicate);
- e) 由谁牵头进行信息交流 (由谁负责); Who leads the information exchange (who is responsible);
- f) 当考虑信息交流的需求时, 应从性别、语言、文化、读写能力、残疾等多方面的因素去考虑。When considering the need for information exchange, gender, language, culture, literacy, disability and other factors should be considered.

(3) 公司应确保在建立其信息交流过程时考虑外部相关方的观点, 在策划信息交流过程时, 应考虑: The company shall ensure that the views of external stakeholders are taken into account in establishing its information exchange process and, when planning the information exchange process, shall take into account:

- a) 考虑其合规义务以及法律法规要求和其他要求; Consider its compliance obligations and legal and regulatory requirements and other requirements;
- b) 确保所交流的信息与管理体系形成的信息一致且真实可信。Ensure that the information communicated is consistent with and authentic to the information formed by the management system.

(4) 公司应对管理体系相关的信息交流做出响应; The company shall respond to the information exchange related to the management system;

(5) 应保留文件化的信息作为信息交流的证据。Documented information should be retained as evidence of information exchange.


#### 7.4.2 内部信息交流与沟通 Internal information exchange and communication

(1) 公司为确保在不同层次和职能之间就环境和职业健康安全管理体系的过程及其有效性进行内部信息交流, 适当时, 包括管理体系的变更。确保其信息交流过程能够促使在其控制下的人员对持续改进做出贡献。The company ensures internal information exchange on the processes and effectiveness of the environmental and occupational health and safety management system at different levels and functions, including changes to the management system, as appropriate, to ensure that the information exchange process encourages people under its control to contribute to continuous improvement.

(2) 通过员工大会选举职业健康安全管理, 提供合适的渠道和方式, 确保职业健康安全管理能参与到公司的职业健康安全管理过程中来。The occupational health and safety administrator shall be elected through the staff meeting to provide appropriate channels and methods to ensure that the occupational health and safety administrator can participate in the occupational health and safety management process of the company.

(3) 公司拟于内部沟通活动采用的形式和工具包括: The forms and tools the company intends to use for internal communication activities include:

- a) 管理例会、协调会、培训; Management meetings, coordination meetings and training;

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b) 公告栏; notice-board;

c) 电话、互联网和电子邮件等。Telephone, Internet and E-mail, etc.

(4) 各部门负责实施内部沟通, 确保接口信息传递的正确性。Each department is responsible for implementing internal communication to ensure the correctness of interface information transmission.

#### 7.4.3 外部信息交流External information exchange

公司应按其建立的信息交流过程的规定及其合规义务的要求, 就环境和职业健康安全管理体系的相关信息外部信息交流。The company shall conduct external information exchange on the relevant information of environmental and occupational health and safety management system in accordance with the provisions of the information exchange process established by the company and the requirements of its compliance obligations.

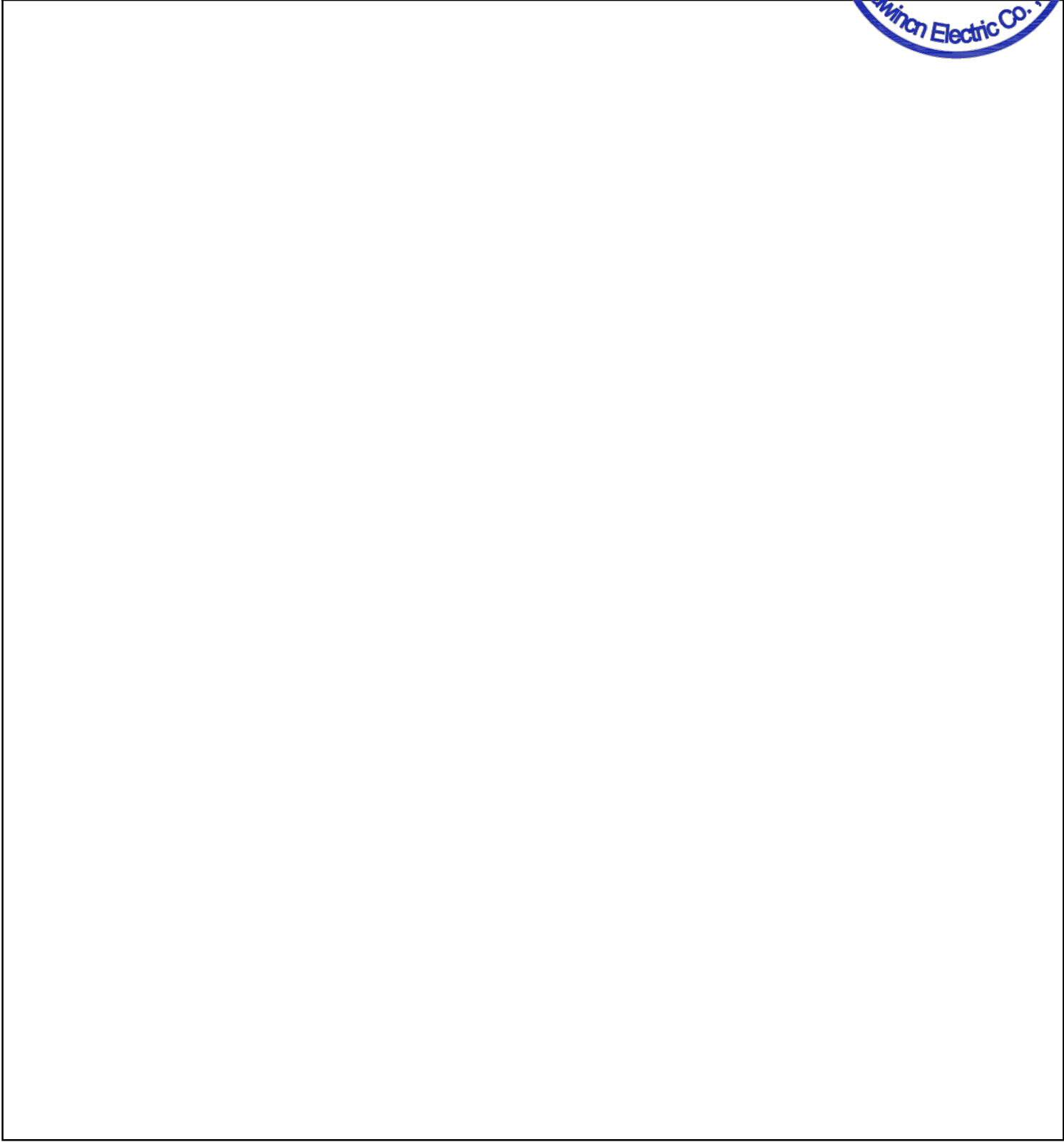
总务部是信息的归口管理部门, 负责内、外部环境、职业健康安全信息的交流、回应、保存和管理。The General Affairs Department is the centralized management department of information, responsible for the exchange, response, preservation and management of internal and external environment and occupational health and safety information.

#### 7.4.4 相关/引用文件Related/referenced documents

《职责权限和沟通控制程序》 《Responsibilities, authorities and communication control procedures》

《沟通和交流控制程序》 《Communication and communication control procedures》

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## 7.5 形成文件的信息 Information that forms the document

### 7.5.1 总则 general principles

(1) 公司根据实际的环境和职业健康安全管理体系流程需要，确保环境和职业健康安全管理体系有效性所需的形成的文件，以及 ISO14001: 2015 标准、ISO45001:2018 要求形成文件的信息，策划文件化的环境和职业健康安全管理体系文件。The company shall plan the documented environmental and occupational health and safety management system documents in accordance with the actual environment and the process requirements of the occupational health and safety management system, as well as the information required by ISO14001:2015 standard and ISO45001:2018 to form documents to ensure the effectiveness of the environmental and occupational health and safety management system.

(2) 环境和职业健康安全管理体系形成文件的信息的多少与详略程度可以不同，取决于：The amount and level of detail of documented information on the environmental and occupational health and safety management system may vary depending on:

- a) 公司的规模，以及活动、过程、产品和服务的类型；The size of the company and the type of activities, processes, products and services;
- b) 证明履行其合规义务的需要以及法律法规要求和其他要求的需要；The need to demonstrate compliance with its compliance obligations and the need for legal and regulatory requirements and other requirements;
- c) 过程的复杂程度及其相互作用；The complexity of the process and its interactions;
- d) 在公司控制下工作的人员的能力。The ability of people who work under the control of a company.

(3) 本公司环境和职业健康安全管理体系文件包括：The company's environmental and occupational health and safety management system documents include:

- a) 环境和职业健康安全方针和管理目标；Environmental and occupational health and safety policy and management objectives;
- b) EHS 管理手册；EHS management manual;
- c) 程序文件；program file;
- d) 其他文件：管理性文件、操作规程、外来文件；Other documents: management documents, operating procedures, external documents;
- e) 运行记录。log-out.

### 7.5.2 创建和更新 Create and update

(1) 各有关部门按《文件和资料控制程序》组织实施。The relevant departments shall organize the implementation in accordance with the Procedures for Control of Documents and Materials.

(2) 文件的格式、标识和说明按《文件和资料控制程序》中的相关要求执行。The format, identification and description

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of the documents shall be carried out in accordance with the relevant requirements in the Procedures for Control of Documents and Information.

a) 标识和说明（如：标题、日期、作者、索引编号等）； Marks and instructions (such as title, date, author, index number, etc.);

b) 格式（如：语言、软件版本、图示）和媒介（如：纸质、电子格式）； Format (e.g., language, software version, diagram) and medium (e.g., paper, electronic format);

(3) 文件的编制、审批； Preparation and approval of documents;

a) 管理手册的编制、审核、批准见《文件和资料控制程序》中的相关规定； The preparation, review and approval of the management manual are in accordance with the relevant provisions in the "Document and Data Control Procedure";

b) 程序文件由归口管理的部门主管编制，经理审核，管理者代表批准发布； The program documents shall be prepared by the department in charge of the centralized management, reviewed by the manager and approved and issued by the management representative;

(4) 其他与环境职业健康安全管理体系有关的文件由各部门负责组织编制，部门主管领导审批发布。 Other documents related to environmental and occupational health and safety management system shall be prepared by each department and approved and issued by the department head.

### 7.5.3 形成文件的信息的控制 Control of information that forms the document

(1) 文件的管理按《文件和资料控制程序》执行，以确保： The management of documents is carried out in accordance with the Document and Information Control Procedure to ensure that:

a) 在使用场合可获得有效版本的适用文件； Access to valid versions of applicable documents in the context of use;

b) 防止作废文件的非预期使用，若因任何原因需保留作废文件时，对这些文件应加以明确标识； Prevent the unintended use of obsolete documents and clearly identify them if they need to be retained for any reason;

c) 文件的管理予以妥善保护（如：防止失密、不当使用或不完整）。 The management of documents is properly protected (e.g. against loss, misuse or incompleteness).

(2) 文件的控制按《文件和资料控制程序》的有关规定执行： The control of documents shall be carried out in accordance with the relevant provisions of the Procedures for Control of Documents and Information:

a) 分发、访问、检索和使用； Distribution, access, retrieval and use;


b) 存储和防护，包括保持可读性； Storage and protection, including maintaining readability;

c) 变更控制（比如版本控制）； Change control (such as version control);

d) 保留和处置。 Preservation and disposal.

(3) 本公司管理体系所需的外来文件的控制见《文件和资料控制程序》。 The control of external documents required by the company's management system is shown in the "Document and Data Control Procedure".

(4) 文件的适用性评审，每年管理评审前或根据需要适时对使用中的文件进行评审，必要时予以修订。 Applicability review of documents. Review the documents in use before the annual management review or timely

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according to needs, and revise them when necessary.

#### 7.5.4 记录的控制 Control of records

(1) 本公司制定并实施《记录控制程序》，对环境和职业健康安全管理体系相关记录的标识、储存、检索、防护、保存期限和处置进行有效控制。The company has formulated and implemented the Record Control Procedure to effectively control the identification, storage, retrieval, protection, retention period and disposal of records related to environmental and occupational health and safety management.

(2) 运行记录应有相应编号、版本、流水号等标识，规定保存期限。The operation record shall have corresponding identification such as number, version and serial number, and the prescribed retention period.

(3) 记录表格的设计与更改，执行规定审批程序。Design and change of record form, implement the prescribed approval procedures.

(4) 记录必须字迹清晰、真实准确、项目完整，不得任意更改。The record must be clear, true and accurate, and the items must be complete. No arbitrary changes are allowed.

(5) 应对运行记录予以保护，防止非预期的更改。Protect the operation records from unexpected changes.

(6) 按规定的保存期限对记录予以保存，需要时供查阅，过期记录由总务部统一进行处理。Records shall be kept according to the prescribed retention period and shall be available for reference when necessary. Expiry records shall be uniformly handled by the General Affairs Department.

#### 7.5.5. 相关/引用文件 Related/referenced documents

《文件和资料控制程序》《Document and data control procedures》


《记录控制程序》《Record control procedures》

## 8 运行 working

### 8.1 运行策划和控制 Operation planning and control

8.1.1 公司建立并保持《环境因素识别与评价控制程序》和《危险源识别与评价控制程序》，并在生产过程中加以控制，确保重要环境因素和重要危险源在有关的活动、产品、服务得到有效控制，并对相关方环境行为施加影响，使管理体系不偏离公司的管理方针，并确保管理目标和指标的实现。The company establishes and maintains the "Environmental Factor Identification and Evaluation Control Procedure" and the "Hazard Source Identification and Evaluation Control Procedure", and controls them in the production process to ensure that important environmental factors and important hazard sources are effectively controlled in relevant activities, products, and services, and exert influence on the environmental behavior of relevant parties, so as to keep the management system from deviating from the company's management policy and ensure the realization of management objectives and indicators.

8.1.2 实施针对环境及职业健康安全建立的程序文件。对一般环境因素和危险源，通过法规和日常检查进行

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控制。对重要环境因素和不可接受的风险，制定管理方案。Develop procedures and documents for environmental and occupational health and safety. Control general environmental factors and hazards through regulations and routine inspections. Develop management plans for important environmental factors and unacceptable risks.

8.1.3 运行程序及相关要求要以书面形式及时通报给相关方，在运行过程中，总务部应及时进行监视和测量。The operation program and related requirements shall be notified to the relevant parties in written form in time. During the operation, the general affairs department shall monitor and measure in time.

8.1.4 重要岗位人员严格执行程序的要求和作业指导书的规定，并严格按规程操作。Personnel in important positions shall strictly implement the requirements of procedures and the provisions of operation instructions, and operate in strict accordance with the regulations.

8.1.5 对设备有关环境和劳动保护的各项技术参数要进行确认，在生产中要做好环境保护和劳动保护设施设备的日常维护和保养，保证其正常使用。The technical parameters related to equipment environment and labor protection should be confirmed, and the daily maintenance and maintenance of environmental protection and labor protection facilities and equipment should be done well in production to ensure their normal use.

8.1.6 对于公司所购买和使用的物品、设备和服务中已识别的环境、职业健康安全风险，建立并保持程序，并将有关的程序和要求通报供应商和合同方。Establish and maintain procedures for environmental, occupational health and safety risks identified in items, equipment and services purchased and used by the Company and communicate relevant procedures and requirements to suppliers and contractors.

8.1.7 建立并保持程序，用于工作场所、过程、装置、机械、运行程序和工作组织的设计，包括考虑与人的能力相适应，以便从根本上消除或降低职业健康安全风险。Establish and maintain procedures for the design of workplaces, processes, installations, machinery, operating procedures and work organization, including consideration of human capabilities, in order to eliminate or reduce occupational health and safety risks at the root.

8.1.8 对所使用的产品和服务中可标识的重要环境因素，应建立并保持一套管理程序，并将有关的程序与要求通报供应商和合同方。A management procedure shall be established and maintained for the identification of significant environmental factors in products and services used, and the relevant procedures and requirements shall be communicated to suppliers and contractors.

8.1.9 按照运行准则实施过程控制，通过环境运行和程序化的控制应确保本公司在环境保护和推行清洁生产，作好污染预防的同时能有效的实施:Implement process control according to the operation guidelines. Through

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environmental operation and programmed control, the company should ensure that it can effectively implement environmental protection, promote cleaner production and prevent pollution:

- a) 对因缺乏程序文件而导致偏离方针、目标与指标的情况得到预防或纠正；Prevention or correction of deviations from the guidelines, objectives and targets due to lack of procedural documentation;
- b) 明确对环境保护和实施清洁生产要该遵循的运行准则；To clarify the operational guidelines for environmental protection and the implementation of cleaner production;
- c) 确保公司所使用的产品和服务中可标识的重要环境因素与供方达到交流与沟通。Ensure that important environmental factors that can be identified in the products and services used by the company are communicated with suppliers.

#### 8.1.10 变更管理

公司建立《EHS 变更控制程序》以实施并控制所计划的、对管理体系的绩效有影响的临时性变更和永久性变更，包括：The company establishes the EHS Change Control Procedure to implement and control planned temporary and permanent changes that affect the performance of the management system, including:

- (1) 新的产品、服务和过程，或现有产品、过程和服务的变更，包括：New products, services and processes or changes to existing products, processes and services, including:
  - a) 工作场所的地点和周围环境；Location and surrounding environment of the workplace;
  - b) 工作组织；Work organization;
  - c) 工作条件；going;
  - d) 设施；installation;
  - e) 工作人数。Number of staff.
- (2) 法律法规要求和其他要求的变更；Changes in legal requirements and other requirements;
- (3) 有环境因素、危险源和 EHS 风险的知识或信息的变更；Changes in knowledge or information about environmental factors, hazards and EHS risks;
- (4) 知识和技术的发展。The development of knowledge and technology.

公司应对非计划变更的后果进行评审，必要时，应采取措施降低任何不利影响。The company shall review the consequences of unplanned changes and, if necessary, take measures to reduce any adverse effects.

#### 8.1.11 采购 purchase

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(1) 总则: general rules:

公司建立《相关方管理控制程序》规定产品和服务的采购, 以确保它们满足其职业健康安全管理体系; The company has established the "Related Party Management Control Procedures" to regulate the procurement of products and services to ensure that they meet its occupational health and safety management system;

(2) 承包方 contractor

公司应使其采购过程与其承包方相协调, 以识别危险源并评价和控制职业健康安全风险, 危险源和风险来源于: The company shall coordinate its procurement process with its contractors to identify hazards and evaluate and control occupational health and safety risks, which arise from:

a) 对公司有影响的承包方的活动和运行; The activities and operations of the contractor that affect the company;

b) 对承包方的工作人员有影响的公司的活动和运行; The activities and operations of the company that affect the staff of the contractor;

c) 对工作场所的其他相关方有影响的承包方的活动和运行。Activities and operations of contractors that affect other relevant parties in the workplace.

公司应确保承包方及其工作人员满足其职业健康安全管理体系的要求, 采购过程应规定并应用选择承包方的职业健康安全准则。The company shall ensure that the contractor and its staff meet the requirements of its occupational health and safety management system, and that the selection of the contractor shall be specified and applied in the procurement process


Occupational health and safety guidelines.

(3) 外包 ectocyst

公司应确保外包的职能和过程得到控制, 应确保其外包安排与法律法规要求和其他要求及实现职业健康安全管理体系的预期结果相一致。对这些职能和过程进行控制的类型和程度应在职业健康安全管理体系中进行规定。The company shall ensure that outsourced functions and processes are controlled and that its outsourcing arrangements are consistent with legal and regulatory requirements and other requirements and the expected results of the occupational health and safety management system. The type and extent of control over these functions and processes shall be specified in the occupational health and safety management system.

8.1.12 从生命周期观点出发, 公司应: From a life cycle perspective, companies should:

a) 适当时, 制定控制措施, 确保在产品或服务设计和开发过程中, 考虑其生命周期的每一阶段, 并提出环境

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要求; Where appropriate, develop control measures to ensure that the product or service is designed and developed with consideration for each stage of its life cycle and environmental requirements;

b) 适当时, 确定产品和服务采购的环境要求; Where appropriate, determine the environmental requirements for the procurement of products and services;

c) 与外部供方 (包括合同方) 沟通其相关环境要求; Communicate its relevant environmental requirements to external suppliers (including contractors);

d) 考虑提供与产品或服务的运输或交付、使用、寿命结束后处理和最终处置相关的潜在重大环境影响的信息的需求。Consider the need to provide information on potential significant environmental impacts related to the transport or delivery, use, end-of-life treatment and final disposal of products or services.

#### 8.1.13 相关/引用文件 Related/quoted documents

《环境因素识别与评价控制程序》《Environmental factor identification and evaluation control procedure》

《危险源识别与评价控制程序》《Hazard identification, evaluation and control procedure》

《EHS 变更控制程序》《EHS change control procedure》

## 8.2 应急准备和响应 Emergency preparedness and response

8.2.1 公司应建立并执行《应急准备与响应控制程序》、实施并保持对环境和职业健康安全管理体系范围内识别的潜在紧急情况进行应急准备并做出响应所需的过程。The company shall establish and implement the Emergency Preparedness and Response Control Procedures, and implement and maintain the processes required to identify potential emergencies within the scope of environmental and occupational health and safety management and respond to them.

a) 公司根据识别出的潜在的重要环境因素和重要危险源以及, 确定下列物质或场所为应急准备和相应的重点: Based on the potential significant environmental factors and hazards identified, the company has determined the following substances or sites as emergency preparedness and priorities:

- 易燃易爆 (气) 体; Flammable and explosive (gas) gas;
- 可 (易) 燃物; Combustible (easy) material;
- 化学品/剧毒品; Chemicals/carcinogens;
- 作业点或场所。Work point or site.

b) 由相应的部门针对潜在的事故或紧急情况, 制定有针对性的预防措施、应急措施和事故处理整改方案; The relevant department shall formulate targeted preventive measures, emergency measures and accident handling and

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rectification plans for potential accidents or emergencies;

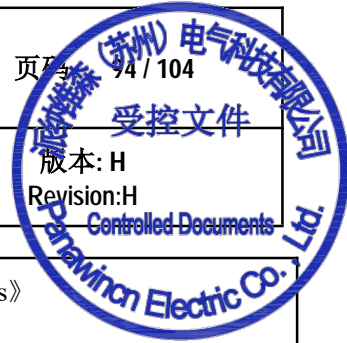
8.2.2 公司应: The company shall:

- a) 通过策划措施做好响应紧急情况的准备, 包括急救措施, 以预防或减轻它所带来的有害环境影响以及职业健康安全影响;
  - b) 对实际发生的紧急情况做出响应;
  - c) 根据紧急情况和潜在环境影响和职业健康安全影响的程度, 采取相适应的措施预防或减轻紧急情况带来的后果;
  - d) 可行时, 定期试验所策划的响应措施;
  - e) 定期评审并修订过程和策划的响应措施, 特别是发生紧急情况后进行试验后;
  - f) 向有关的相关方, 包括在公司控制下工作的人员提供应急准备和响应相关的信息和培训。
  - g) 在策划的响应阶段, 适当地考虑所有有关相关方的需求和能力并确保他们的参与。
- A) Plan measures to prepare for responding to emergencies, including first aid measures, to prevent or mitigate the harmful environmental and occupational health and safety impacts;
  - B) Responding to actual emergencies;
  - c) Take appropriate measures to prevent or mitigate the emergency, depending on the extent of the emergency and the potential environmental and occupational health and safety impacts consequence;
  - d) To test the planned response measures on a regular basis when feasible;
  - e) Regular review and revision of processes and planned response measures, especially in the event of an emergency or after a test;
  - f) Provide relevant information and training on emergency preparedness and response to relevant parties, including personnel working under the control of the company.
  - g) In the planned response phase, all relevant stakeholder needs and capabilities are appropriately considered and their participation is ensured.

应保持和保留有关过程和潜在紧急情况响应计划的文件以及记录。Documents and records of relevant processes and potential emergency response plans should be maintained and retained.

8.2.3 相关/引用文件 Related/referenced documents

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《应急准备与响应控制程序》 《Emergency Preparedness and Response Control Procedures》

## 9 绩效评价 performance appraisal

### 9.1 监视、测量、分析和绩效评价 Monitoring, measurement, analysis and performance evaluation

#### 9.1.1 总则 general principles

(1) 公司建立《环境及安全监视和测量控制程序》，用以规定监视、测量、分析和评价管理体系的绩效。程序中明确：The company has established the Environmental and Safety Monitoring and Measurement Control

Procedure to monitor, measure, analyze and evaluate the performance of the management system.

The procedure is clear:

a) 监视和测量的对象和内容，包括：

- 满足法律法规要求和其他要求的程度；
- 与已识别的环境因素、危险源、风险和机遇有关的活动和运行；
- 在实现管理体系目标上所取得的进展；
- 运行和其他控制措施的有效性；

b) 适用时的监视、测量、分析和绩效评价的方法，以确保有效的结果；

c) 评价管理体系绩效所依据的准则和适当的参数；

d) 监视和测量的时机，何时应实施监视和测量

e) 何时对监测和测量结果进行分析和评价；

a) The objects and contents of monitoring and measurement, including:

- The degree to which legal and other requirements are met;
- Activities and operations related to identified environmental factors, hazards, risks and opportunities;
- Progress made in achieving the objectives of the management system;
- Effectiveness of operational and other control measures;

b) Methods of monitoring, measurement, analysis and performance evaluation, where applicable, to ensure effective results;

c) Criteria and appropriate parameters for evaluating the performance of the management system;

d) The timing of monitoring and measurement, when monitoring and measurement should be implemented

e) When to analyze and evaluate the results of monitoring and measurement;

(2) 公司应评价其环境和职业健康安全绩效和管理体系的有效性。The company shall evaluate the effectiveness of its environmental and occupational health and safety performance and management system.

(3) 应对使用的监视和测量设备进行校准和或验证，并对其进行维护。Calibrate and/or verify the monitoring and measuring equipment used for use and maintain it.

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(4) 应按其建立的信息交流过程的规定及其合规义务的要求, 就有关环境绩效的信息进行内部和外部信息交流。Information exchange on environmental performance should be conducted internally and externally in accordance with the provisions of the information exchange process established by them and their compliance obligations.

(5) 必须保留监视、测量、分析和绩效评价以及测量设备的维护、校准或验证等相关的文件以及记录。The documentation and records related to monitoring, measurement, analysis and performance evaluation, as well as the maintenance, calibration or verification of measuring equipment, must be retained.

### 9.1.2 合规性评价 conformance evaluation

(1) 公司建立和实施《法律法规控制程序》, 明确合规性评价的相关要求。The company establishes and implements the "Laws and Regulations Control Procedure" to clarify the relevant requirements of compliance evaluation.

(2) 管理者代表每年组织 (每年至少一次, 中间间隔不超过 12 个月) 对组织生产过程、服务活动遵守有关的环境安全方面的法律法规及其他要求的情况进行必要的评价。The management representative shall organize an annual evaluation (at least once a year, with an interval of no more than 12 months) of the organization's production process and service activities in compliance with relevant environmental safety laws and regulations and other requirements.

(3) 对合规性进行评价, 对未合规的过程或活动采取相应的改进措施, 保证管理体系的持续有效。Evaluate compliance, take corresponding improvement measures for non-compliant processes or activities, and ensure the continuous effectiveness of the management system.

(4) 在召开管理评审会议时, 对所应该履行的法律法规要求的承诺和应遵循的其他要求的遵守情况进行汇报, 提交讨论, 保持其合规情况的知识和对其合规情况的理解。At the time of the management review meeting, report on compliance with the legal and regulatory requirements that should be fulfilled and other requirements that should be followed, submit for discussion, maintain knowledge of compliance and understanding of compliance.

(5) 应保留文件化信息, 作为合规性评价结果的证据。Documented information shall be retained as evidence of compliance evaluation results.


### 9.1.3 相关/引用文件 Related/referenced documents

《环境及安全监视和测量控制程序》 《Environmental and Safety Monitoring and Measurement Control Procedure》

《法律法规控制程序》 《Laws and Regulations Control Procedures》

## 9.2 内部审核 internal check

### 9.2.1 内部审核策划 Internal audit planning

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(1) 管理者代表负责策划并督促实施。The representative of the management is responsible for planning and supervising the implementation.

(2) 质量部负责编制年度审核计划，每次审核由组长编制审核计划，经管理者代表批准后实施。The quality department is responsible for preparing the annual audit plan. The audit plan shall be prepared by the team leader and implemented after being approved by the management representative.

(3) 内部审核每年至少一次应覆盖环境和职业健康安全管理体系标准中全部过程。并基于拟审核的活动和区域的状况和重要程度以及以往审核的结果，扩大审核频次。Internal audits should cover all processes of the environmental and occupational health and safety management system standards at least once a year. The frequency of audits should be increased based on the status and importance of the activities and areas to be audited and the results of previous audits.

(4) 内审人员应经过培训和资格认可，审核员不应该审核自己（自己部门）工作。Internal auditors should be trained and qualified, and auditors should not audit their own (their own department) work.


#### 9.2.2 内部审核的实施要求 Implementation requirements for internal audit

通过现场调查，检查文件和对现场活动的观察来寻找客观证据证明体系运行与相关要求的符合性。对审核中发现的不符合项应填写不符合项报告，并经受审部门确认。Objective evidence shall be sought to prove the compliance of the system operation with relevant requirements through on-site investigation, document inspection and observation of on-site activities. Non-conformities found in the audit shall be filled in the non-conformity report and confirmed by the audited department.

9.2.3 对不符合项报告，受审核部门应按《纠正和预防及持续改进控制程序》制订纠正措施，审核组负责验证。For non-conforming items, the audited department shall formulate corrective measures in accordance with the "Control Procedure for Correction, Prevention and Continuous Improvement", and the audit team shall be responsible for verification.

9.2.4 每次审核结果由审核组长组织编制审核报告，报管理者代表批准，按规定发放并提交管理评审。The audit team leader shall organize the preparation of the audit report based on the audit results, which shall be submitted to the management representative for approval, and distributed and submitted to the management review according to the regulations.

9.2.5 审核过程全部记录，由审核组移交质量部妥善保存。The audit process shall be fully recorded and transferred

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to the quality department by the audit team for proper preservation.

#### 9.2.6 相关/引用文件 Related/referenced documents

《内部管理体系审核控制程序》 《Internal Management System Audit Control Procedure》

《纠正和预防及持续改进控制程序》 《Corrective and preventive and continuous improvement control procedures》

### 9.3 管理评审 management review

#### 9.3.1 总则 general principles

总经理每年至少召开一次管理评审会议（时间间隔不超过 12 个月）对环境和职业健康安全管理体系进行评审，以确保持续的适宜性、充分性和有效性。管理评审应对环境和职业健康安全方针和目标的适宜性和实现程度进行评价并审议，确定是否需要对公司环境和职业健康安全管理体系进行修订或改进。The General Manager shall convene at least one management review meeting annually (with a time interval not exceeding 12 months) to evaluate the environmental and occupational health and safety management system, ensuring its ongoing suitability, adequacy, and effectiveness. The management review should assess and deliberate on the suitability and implementation of the environmental and occupational health and safety policy and objectives, determining whether revisions or improvements are needed for the company's environmental and occupational health and safety management system.

#### 9.3.2 评审输入 Review input

管理评审的输入应包括目前体系运行情况和改进的需要：The inputs to management review should include the current system operation and the need for improvement:

- (1) 以往管理评审所采取措施的实施情况；Implementation of measures taken in previous management reviews;
- (2) 与环境和职业健康安全管理体系相关的内外部问题及因素的变化，包括:Changes in internal and external issues and factors related to environmental and occupational health and safety management systems, including:
  - a) 相关方的需求和期望，法律法规、合规义务和其他要求；The needs and expectations of the relevant parties, laws and regulations, compliance obligations and other requirements;
  - b) 重要环境因素、危险源及其变化情况；Important environmental factors, hazard sources and their changes;
  - c) 风险和机遇。Risks and opportunities.
- (3) 环境和职业健康安全方针和目标的符合程度；Degree of compliance with environmental and occupational health and safety policies and objectives;
- (4) 环境和职业健康安全管理体系绩效方面的信息，包括下列趋势性信息：Information on the performance of the environmental and occupational health and safety management system, including the following trend information:
  - a) 事件、不符合、纠正措施以及持续改进；Incidents, non-conformities, corrective actions and continuous improvement;
  - b) 监视和测量的结果；Results of monitoring and measurement;
  - c) 其合规义务的履行情况；The performance of its compliance obligations;

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d) 评价法律法规要求和其他要求符合性的结果； Evaluate the results of compliance with legal and other requirements;

e) 审核结果； audit result;

f) 工作人员的协商和参与； Consultation and participation of staff;

g) 风险和机遇。 Risks and opportunities.

(5) 资源的充分性； The adequacy of resources;

(6) 来自相关方的有关信息交流，包括抱怨； Information exchange from relevant parties, including complaints;

(7) 持续改进的机会。 Opportunities for continuous improvement.

### 9.3.3 评审输出 Review output

管理评审的输出应包括与以下活动有关的措施： The outputs of management review shall include measures relating to the following activities:

(1) 对环境和职业健康安全管理体系适宜性、充分性和有效性的总体评价结论； Overall evaluation conclusions on the suitability, adequacy and effectiveness of environmental and occupational health and safety management systems;

(2) 环境和职业健康安全管理体系有效性的改进方面的有关决策； Decisions relating to the improvement of the effectiveness of environmental and occupational health and safety management systems;

(3) 与环境和职业健康安全管理体系变更的任何需求相关的决策，包括资源的需求； Decisions relating to any requirements for changes to the environmental and occupational health and safety management system, including resource requirements;

(4) 目标未实现时需要采取的措施； Measures to be taken when the target is not achieved;

(5) 如需要，改进环境和职业健康安全管理体系与其他业务过程融合的机遇； Opportunities to improve the integration of environmental and occupational health and safety management systems with other business processes, if required;

(6) 任何与公司战略方向相关的结论。 Any conclusions related to the strategic direction of the company.

9.3.4 总经理应该将管理评审的有关输出事项与其工作人员及员工代表进行沟通。 The General Manager shall communicate with his staff and employee representatives on matters related to the management review outputs.

9.3.5 管理评审期间处理的事项及决议均应形成文件。管理评审记录由质量部保存。 All matters and resolutions dealt with during the management review shall be documented. The records of the management review shall be kept by the Quality Department.

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9.3.6 管理者代表负责管理评审会议决定中所提纠正和预防措施的有效性跟踪，并予以记录。具体详见《管理评审控制程序》。The management representative is responsible for the effectiveness tracking of corrective and preventive measures proposed in the management review meeting decisions and recording them. See the Management Review Control Procedure for details.

9.3.7 相关/引用文件 Related/referenced documents

《管理评审控制程序》 《Management Review Control Procedure》

**10 持续改进 continuous improvement**

**10.1 总则 general principles**

公司确定并选择改进机会，采取必要措施，以实现其管理体系的预期结果。The company identifies and selects opportunities for improvement and takes necessary measures to achieve the expected results of its management system.


**10.2 事件、不符合和纠正措施 Events, non-conformities and corrective actions**

本公司按照ISO14001、ISO45001标准的要求，制订了《事件事故调查控制程序》和《纠正和预防及持续改进控制程序》、对环境及安全事故处置的职责权限和处置方法进行了规定，避免或减少环境安全事故的损失。In accordance with the requirements of ISO14001 and ISO45001 standards, the company has formulated the "Event Accident Investigation and Control Procedures" and the "Corrective and Preventive and Continuous Improvement Control Procedures", which stipulate the responsibilities, authority and disposal methods for environmental and safety accidents, so as to avoid or reduce the losses of environmental safety accidents.

10.2.1 当事件或不符合发生时，公司应采取措施予以控制和纠正，并处理产生的后果，包括减轻有害的环境影响。When an incident or non-conformance occurs, the company shall take measures to control and correct it and deal with the consequences, including mitigating harmful environmental impacts.

10.2.2 在有工作人员的参与和其他有关的相关方加入的情况下，评价采取消除事件或不符合的根本原因的纠正措施的需求，以防止不符合再次发生或在其他地方发生，可以通过以下活动进行：With the involvement of staff and other relevant stakeholders, the need for corrective action to eliminate the root cause of an incident or nonconformity in order to prevent recurrence or elsewhere can be addressed through the following activities:

- (1) 调查事件、评审和分析不符合； Investigation events, reviews and analyses are not in compliance;
- (2) 确定事件和不符合发生的原因； Determine the cause of the event and nonconformity;
- (3) 确定是否存在或可能发生类似的事件、不符合。 Determine whether similar events or non-conformities exist

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or are likely to occur.

10.2.3 评审现有的对职业健康安全风险和其他风险的评价工作； Review existing evaluations of occupational health and safety risks and other risks;

10.2.4 依照层级控制及变更管理，确定并实施任何所需的改进措施；包括纠正措施； Identify and implement any required improvements, including corrective actions, in accordance with hierarchical control and change management;

10.2.5 在采取措施前，评估新的或变化的危险源职业健康安全风险； Assess occupational health and safety risks of new or changed hazard sources before taking measures;

10.2.6 评审所采取的措施的有效性，包括纠正措施； The effectiveness of the measures taken by the review, including corrective actions;

10.2.7 需要时，对环境和职业健康安全管理体系进行变更； When necessary, change the environmental and occupational health and safety management system;

10.2.8 纠正措施应与所发生的事件、不符合的影响或者潜在的影响的重要程度相适应； The corrective action shall be commensurate with the occurrence of the event, the impact of nonconformity or the importance of the potential impact;

10.2.9 对事件及不符合的性质以及随后所采取的措施的记录，及纠正措施的结果的记录予以保留； Records of the nature of the incident and non-conformity and subsequent action taken, and records of the results of corrective actions;

10.2.10 公司应与有关的工作人员及员工代表和有关的相关方交流上述的文件化信息。 The company shall communicate the above documented information with relevant staff and employee representatives and relevant stakeholders.

### 10.3 持续改进 continuous improvement

10.3.1 公司建立和运行《纠正和预防及持续改进控制程序》，持续改进环境和职业健康安全管理体系的适宜性、充分性和有效性，以提升环境绩效和职业健康安全绩效，促进支持管理体系的文化，促进工作人员参与实践持续改进职业健康安全的措施，向工作人员及员工代表沟通有关持续改进的结果，保持和保留持续改进活动的记录。 The company establishes and operates the "Corrective and Preventive Actions and Continuous Improvement Control Procedures" to continuously improve the suitability, adequacy, and effectiveness of its environmental and occupational health and safety management systems. This enhances environmental performance and occupational health and safety performance, promotes a culture that supports these management systems, encourages staff participation in ongoing measures for continuous improvement of occupational health and safety, communicates the results of continuous

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improvement to staff and employee representatives, and maintains records of continuous improvement activities.


附件一 程序文件清单 Annex I List of procedural documents

序号 order number	文件编号 document number	文件名称 filename
1	PNWC-DP-01	文件和资料控制程序 Document and data control procedures
2	PNWC-DP-02	记录控制程序 Record control procedures
3	PNWC-DP-03	职责权限和沟通控制程序 Responsibilities, authorities and communication control procedures
4	PNWC-DP-05	管理评审控制程序 Management review control procedures
5	PNWC-DP-07	人力资源控制程序 Human resource control procedures
6	PNWC-DP-08	基础设施与工作环境控制程序 Infrastructure and work environment control procedures
7	PNWC-DP-16	采购控制程序 Procurement control procedures
8	PNWC-DP-18	设备工装管理程序

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		Equipment tooling management procedure
9	PNWC-DP-22	监视和测量设备控制程序 Monitoring and measurement equipment control procedures
10	PNWC-DP-27	内部管理体系审核控制程序 Internal management system audit control procedures
11	PNWC-DP-32	数据分析控制程序 Data analysis control program
12	PNWC-DP-33	纠正和预防及持续改进控制程序 Correct and prevent and continuously improve control procedures
13	PNWC-DP-36	组织环境与相关方控制程序 Organize environmental and related party control procedures
14	PNWC-DP-38	风险与机遇应对措施控制程序 Risk and opportunity response measures control procedures
15	PNWC-DP-39	沟通和交流控制程序 Communication and communication control procedures
16	PNWC-DP-40	环境因素识别与评价控制程序 Environmental factor identification and evaluation control procedure
17	PNWC-DP-41	法律法规控制程序 Laws and regulations control procedures
18	PNWC-DP-42	环境及安全运行控制程序 Environmental and safety operation control procedures
19	PNWC-DP-43	相关方管理控制程序 Related party management control procedures
20	PNWC-DP-44	应急准备与响应控制程序 Emergency preparedness and response control procedures
21	PNWC-DP-45	环境及安全监视和测量控制程序 Environmental and safety monitoring and measurement control procedures
22	PNWC-DP-46	危险源识别与评价控制程序 Hazard identification, evaluation and control procedure

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23	PNWC-DP-47	事件事故调查控制程序 Incident investigation and control procedures
24	PNWC-DP-50	EHS 变更控制程序 EHS change control procedure