

BOURNS[®]

Bourns, Inc. 道德与行为准则

Bourns, Inc. Code of Ethics and Conduct

(生效日期: 2020 年 4 月 3 日)

(Effective: April 3, 2020)

Bourns, Inc. 道德与行为准则 (本“准则”) :

Bourns, Inc. Code of Ethics and Conduct (this “Code”):

我们的政策

Bourns, Inc. 及其子公司 (“Bourns”) 的政策是按照最高的商业道德标准开展所有商业事务, 遵守适用的法律, 并成为世界范围内的优秀企业公民。本政策适用于 Bourns 的所有员工、管理人员和董事。

Our Policy

It is the policy of Bourns, Inc. and its subsidiaries (“Bourns”) to conduct all business affairs in accordance with the highest business ethical standards, to comply with applicable laws, and to be a good corporate citizen worldwide. This policy applies to all employees, officers and directors of Bourns.

我们的客户

Bourns 致力于维护客户的信任和尊重。Bourns 向客户提供优质的产品和服务, 公平、诚实地开展竞争。Bourns 不会通过他人直接或间接地授权、纵容、鼓励或促进非法行为和不正当行为, 例如贿赂、回扣、偿付、承诺支付现金或有价值物, 或者任何其他可能被解释为或被视为是腐败、违法或不道德的行为。

Our Customers

Bourns is committed to maintaining the trust and respect of its customers. Bourns competes fairly, honestly and by delivering superior products and services to its customers. Bourns does not authorize, condone, encourage or promote, directly or indirectly through others, unlawful or unethical behavior, such as bribery, kick-backs, pay-offs, promises to pay cash or things of value, or any other activities that may be construed or perceived as being corrupt, unlawful or unethical.

我们的竞争对手

Bourns 按照适用的竞争法积极而公平地开展竞争, 以确保凭借其优势提供商品和服务。Bourns 仅使用合法手段获取竞争信息。

Our Competitors

Bourns competes vigorously but fairly and in compliance with applicable competition laws to ensure its goods and services are provided on their merits. Bourns uses only lawful means to obtain competitive information.

我们的业务合作伙伴

Bourns 仅选用已达到或超过 Bourns 的严格标准，并且已经按照 Bourns 的全球政策和程序签订了适当书面协议的授权顾问、承包商、分销商、代表、转售商、销售和营销代理及供应商（以下统称为“Bourns 的业务合作伙伴”）。

Our Business Partners

Bourns uses only authorized consultants, contractors, distributors, representatives, resellers, sales and marketing agents and suppliers (collectively, “Bourns’ Business Partners”) who have met or exceeded Bourns’ high standards and have entered into appropriate written agreements in compliance with Bourns’ global policies and procedures.

利益冲突

Bourns 员工必须避免与 Bourns 的义务或职责存在实际或潜在利益冲突的业务决策、行为或其他外部活动。Bourns 员工必须拒绝参与冲突行为，或者在进行可能被视为潜在利益冲突的行为之前，向 Bourns 的相关管理人员寻求指导和批准。Bourns 的资产（包括其计算机和计算机系统以及其他电子系统或设备）不得用于谋取员工个人利益。

Conflicts of Interest

Bourns employees are required to avoid business decisions, conduct, or other outside activities that create an actual or potential conflict of interest with their obligations or duties to Bourns. Bourns employees must decline to engage in conflicting behavior or seek guidance and approval from the appropriate Bourns officials prior to engaging in behavior that could be considered as a potential conflict of interest. Bourns’ assets, including its computers and computer systems and other electronic systems or devices, may not be used for an employee’s personal gain.

保护和适当使用机密数据和个人相关数据

Bourns 员工不得利用 Bourns 的财务或非财务数据谋取个人利益。Bourns 及其员工必须保护以下数据的机密和专有性质：(i) Bourns 的自有数据，以及 (ii) 其他方透露给 Bourns 的机密数据。必须根据适用的法律和合同要求始终保护委托给 Bourns 管理的数据的隐私权，包括客户和 Bourns 的业务合作伙伴提供的数据以及与员工个人或其他个人有关的数据。只有在符合适用的 Bourns 政策和准则中的规定，而且在满足合法目的（例如分配的工作职责）所必需的范围内，方可使用个人相关数据。如果无需特定识别信息，Bourns 将努力以汇总形式或其他匿名方式提供信息。

Protection and Appropriate Use of Confidential Data and Data Relating to Individuals

Bourns employees may not exploit Bourns’ financial or non-financial data for personal gain. Bourns and its employees must protect the confidential and proprietary nature of (i) Bourns’ own data, and (ii) the data of others disclosed to Bourns in confidence. The privacy of data entrusted into Bourns’ care, including data provided by customers and Bourns’ Business Partners, as well as data relating to individual employees or other individuals, must be protected at all times in accordance with applicable legal and contractual requirements. Data relating to individuals may be used only in accordance with instructions set forth in applicable Bourns policies and guidelines and only if, and to the extent, necessary to fulfil legitimate purposes, such as assigned work responsibilities. If specific identifying information is not necessary, Bourns will strive to present the information in aggregated form or by some other anonymous means.

负责任的财务和非财务记录保存

每位 Bourns 员工均有责任准确地记录保存和报告财务数据，并且对 Bourns 财务数据和记录的完整性负责。Bourns 在规定的保留期限内以书面或电子形式保存所有业务记录，以确保符合全球和当地要求。

Responsible Financial and Non-Financial Recordkeeping

Each Bourns employee is responsible for the accurate recordkeeping and reporting of financial data and the integrity of Bourns' financial data and records. Bourns preserves all business records for their required retention periods, whether in paper or electronic form, to ensure that global and local requirements are met.

尊重多元文化和对安全工作场所的承诺

Bourns 是一家充满多种不同文化的公司，因此，每位 Bourns 员工均必须努力欣赏、尊重和理解其他文化和习俗并从中受益。Bourns 员工不得出于以下原因歧视他人，包括种族、肤色、信仰、宗教、国籍、血统、公民身份、年龄、性别、性别认同或表达、性取向、婚姻状况、军人和退伍军人身份、身体或精神残疾、受保护的医疗状况、遗传信息或适用法律保护的任何其他特征。Bourns 致力于建立一个无欺凌、无暴力的工作环境。禁止将武器带入 Bourns 的工作场所。如果您发现有违反此规定的情况，应立即向人力资源部门和/或 Bourns 的安全服务部门报告。

Respect for Diverse Culture and Commitment to Safe Workplace

Bourns is a single company comprising many diverse and differing cultures, thus each Bourns employee must strive to appreciate, benefit from, respect and understand other cultures and customs. Bourns employees must not discriminate against one another, including for reasons of race, color, creed, religion, national origin, ancestry, citizenship, age, sex or gender, gender identity or expression, sexual orientation, marital status, military and veteran status, physical or mental disability, protected medical condition, genetic information, or any other characteristic protected by applicable law. Bourns is committed to a bullying-free and violence-free work environment. No one is permitted to bring a weapon into a Bourns workplace. If you become aware of a violation of this provision, you should report it immediately to Human Resources and/or Bourns' security service.

人权、环保和社会责任的承诺

Bourns 在合理的影响力范围内支持和尊重联合国（“UN”）《世界人权宣言》、国际劳工组织的基本公约以及 UN 全球契约十项原则中所规定的国际人权保护。Bourns 尤其支持在全球范围内消除奴隶制和人口贩卖，支持有效消除违反国际标准的一切形式的强迫劳动和童工。为此，Bourns 努力在其供应链中消除任何对非自愿劳工或被禁止自由移动的劳工（例如监狱劳工、抵债劳工或契约劳役劳工）的使用。Bourns 将以此为目标选择和管理 Bourns 的业务合作伙伴。Bourns 致力于采取多种措施倡导环保责任，并鼓励开发和实施环保技术、流程及产品。Bourns 致力于减少其在整个供应链中对环境的影响。Bourns 鼓励员工改善其生活和工作的社区，以此展现其强烈的社会责任感。

Commitment to Human Rights, the Environment and Social Responsibility

Bourns supports and respects, within its reasonable ability to influence, the protection of international human rights set out in the United Nations' ("UN") Universal Declaration of Human Rights, the International Labor Organization's fundamental conventions and in the Ten Principles of the UN Global Compact. In particular, Bourns supports the eradication of slavery and human trafficking worldwide and the effective elimination of all forms of forced labor and child labor in violation of international standards. To that effect Bourns strives to eliminate from its supply chain any use of labor that is not voluntary or that does not permit workers freedom of movement such as prison, bonded or indentured labor. Bourns will use this objective as a criterion in the selection and management of Bourns' Business Partners. Bourns endeavors to undertake initiatives to promote environmental responsibility and encourage the development and implementation of environmentally friendly technologies, processes and products. Bourns is committed to reducing its environmental impact across its supply chain. Bourns encourages its employees to exhibit a strong sense of social responsibility by serving to enhance the communities in which they live and work.

问责制

Bourns 的员工应对其行为和行动承担个人和集体责任。所有员工均须遵守本准则，否则将受到相应的纪律处分。Bourns 员工有义务举报不道德的商业行为、任何违反 Bourns 政策的行为，或任何不诚实、破坏性或非法行为。Bourns 不会对出于善意举报其认为违反法律或者违反本准则或其他 Bourns 政策的行为的员工或其他人实施报复。任何员工如果对本准则的应用或解释存在疑问或疑虑，应咨询其主管或其他管理人员、人力资源部门员工或 Bourns 监察员。

Accountability

Bourns' employees are accountable, individually and collectively, for their behavior and actions. All employees are required to comply with this Code and failure to do so will result in appropriate disciplinary action. Bourns employees have an obligation to report unethical business conduct, any violation of Bourns' policies, or any undertaking of dishonest, destructive or illegal action. Bourns does not retaliate against employees or others, who in good faith, report what the person believes is or may be a violation of law, or a violation of this Code or other Bourns policies. Any employee who has questions or concerns regarding the application or interpretation of this Code should consult with the employee's supervisor or other member of management, Human Resources or the Bourns Ombudsman.

供应商和分包商

Bourns 要求其供应商和分包商遵守本准则，且本准则可能包含比当地法律更为严格的标准。根据 Bourns 的要求，供应商必须立即 (i) 向 Bourns 提供相关信息，(ii) 允许 Bourns 或其代表进入供应商的场所进行检查和评估，和/或 (iii) 证实供应商及其分包商和下级供应商合理地遵守本准则的标准和期望，能满足 Bourns 的合理要求。

Suppliers and Subcontractors

Bourns requires its suppliers and subcontractors to comply with this Code, which may involve higher standards than required by local laws. Upon Bourns request, a supplier must promptly (i) provide relevant information to Bourns, (ii) allow Bourns or its representative to have access to the supplier's premises for inspection and evaluation, and/or (iii) verify to Bourns' reasonable satisfaction, that the supplier and its subcontractors and sub-suppliers reasonably comply with the standards and expectations of this Code.

变更和修订

本准则制定后可能由 Bourns 进行修订、替换和/或终止。Bourns 将努力就本准则的任何重大变更提供通知。本准则的最新版本详见 Bourns 的网站：<http://www.bourns.com/support/about-us/compliance-ethics-and-registrations>

Changes and Revisions

This Code is established, and may be revised, replaced, and/or discontinued by Bourns. Bourns will endeavor to provide notice of any material changes to this Code. The latest version of this Code is available at Bourns' website: <http://www.bourns.com/support/about-us/compliance-ethics-and-registrations>