

GARMIN SUPPLIER CODE OF CONDUCT

This document includes the Garmin Supplier Code of Conduct, translated into English and Chinese.

Please go to the applicable document by clicking the hyperlink corresponding to the respective language provided below.

The English language version of this Supplier Code of Conduct shall be legally binding in all respects and shall prevail in case of any inconsistencies.

Current translations include:

[ENGLISH](#)

[CHINESE](#)

GARMIN 供應商行為準則

本文件包含「Garmin 供應商行為準則」，並已翻譯成英文版和繁體中文版。

請點選下方提供之對應於個別語言的超連結，前往適當語言的文件。

這供應商行為準則的英文版應在各方面具有法律約束力，且在有任何不一致時優先適用。

目前翻譯提供：

[英文版](#)

[繁體中文版](#)



SUPPLIER CODE OF CONDUCT

OF GARMIN LTD. AND SUBSIDIARIES

SUPPLIER CODE OF CONDUCT

Garmin Ltd. and its subsidiaries (collectively, "Garmin") are committed to responsible business practices in the operation of Garmin's business, and Garmin expects its suppliers to also be committed to responsible business practices. This Supplier Code of Conduct (this "Code") outlines Garmin's expectation of its Suppliers in areas including labor and human rights, health and safety, the environment and ethics.

For the purposes of this document, "Supplier" means any company, corporation, or other entity that sells, or seeks to sell, goods or services to Garmin. Suppliers are expected to comply with this Code and all applicable laws and regulations of the country or countries in which they are doing business. Furthermore, this Code references specific international standards and legislations that require Supplier compliance unless local laws and regulations set a higher standard, in which case the Supplier is expected to comply with such higher standard. Recognized standards such as the Universal Declaration of Human Rights and standards issued by organizations such as the International Labour Organization (ILO) were used as references in preparing this Code.

Failure to comply with this Code may jeopardize a Supplier's business relationship with Garmin, up to and including termination. Garmin's direct Suppliers are responsible for their sub-tier suppliers further down the supply chain and for ensuring the same standards as set out herein, are applied. Garmin reserves the right to audit all entities in the supply chain for compliance.

LABOR AND HUMAN RIGHTS

Garmin believes all workers in our supply chain deserve a fair and ethical workplace. Workers should be treated with dignity and respect, and Suppliers shall recognize and be committed to upholding the human rights of all their workers.

Child Labor/Young Worker Protections

Suppliers shall employ only workers who are at least 15 years of age, the applicable minimum legal age for employment, or the applicable age for completion of compulsory education, whichever is highest. Suppliers may employ juveniles who are older than the applicable legal minimum age but are younger than 18 years old, provided they do not jeopardize their health or safety, consistent with ILO standards. Suppliers shall not require juvenile workers to work overtime or perform nighttime work. Suppliers shall maintain copies of legal age documentation of each employee.

Prevention of Forced Labor and Modern Slavery

Suppliers shall not engage in involuntary, forced, prison, indentured or slave labor, human trafficking or the hiring of trafficking and debt bondage victims. All employees shall be guaranteed freedom of movement. Suppliers shall conduct due diligence to prevent the recruitment/hiring of victims of trafficking, debt bondage or other types of exploitation by third parties such as labor brokers or contractors. Suppliers shall not withhold, or destroy any worker's government-issued identification, passports, or work permits.

Suppliers should refer to the International Labour Organization Conventions No. 29 and 105, the Supplementary Convention on the Abolition of Slavery, the Slave Trade and Institutions and Practices, and the Protocol to Prevent, Suppress, and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention Against Transnational Organized Crime.

Workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

As part of the hiring process, Suppliers shall clearly convey in writing to the worker in a language understood by the worker the terms and conditions of employment. Foreign migrant workers must receive this information prior to the worker departing from their country of origin and there shall be no substitution or change(s) allowed upon arrival in the receiving country unless these changes are made to meet local law and provide equal or better terms.

Anti-Harassment or Abuse

Suppliers shall commit to a workplace free of harassment, violence or abuse. Suppliers shall not threaten workers with, or subject them to, inhumane treatment, including verbal or physical abuse, harassment, or coercion. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

Anti-Discrimination

Discrimination in employment, including recruitment, hiring, training, working conditions, job assignments, pay, benefits, promotions, discipline, termination, or retirement on the basis of gender, race, ethnicity, social origin, religion, age, disability, sexual orientation, national origin, political affiliation or any other status protected by country law is prohibited. Hiring, pay, benefits, training, advancement, discipline, termination, retirement, or any other employment-related decision shall be based on relevant and objective criteria. Suppliers shall not require pregnancy or medical tests, except where required by applicable laws or prudent for workplace safety and shall not improperly discriminate based on test results. Workers shall be provided with reasonable accommodation for religious practices.

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Working Hours

Suppliers shall ensure working hours of employees comply with applicable laws. Employees shall be allowed at least one (1) day off in every seven (7) day period. Suppliers shall comply with applicable laws related to worker breaks, vacation time, leave periods, and holidays. Overtime work shall be voluntary.

Wages and Benefits

Suppliers shall pay at least the minimum wage and provide at least the minimum benefits required by applicable laws. All use of temporary, dispatch and outsourced labor will be within the limits of the local law. Deductions from wages as a disciplinary measure shall not be permitted. Workers shall be paid in full for the services they provide, and workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.

Freedom of Association

Suppliers shall respect the rights of employees to establish and join a legal organization (including trade unions) of their own choosing without being penalized for their non-violent exercise of these rights. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

Protection of Local Communities

Suppliers shall not engage in or contribute to unlawful eviction or forced relocation of local communities and indigenous peoples from land, forests and waters.

Public and Private Security Personnel

Suppliers may not contract private security staff or use public security forces that fail to respect internationally recognized human rights or comply with applicable laws.

Responsible Sourcing of Materials

Suppliers must comply with applicable laws and regulations regarding the sourcing of critical materials, including conflict minerals. Suppliers shall establish policy and due diligence processes on relevant materials within their supply chains in order to reasonably assure the materials contained in the products they provide are sourced responsibly.

Suppliers of products that contain 3TG (tin, tantalum, tungsten, and gold) must identify and disclose all smelters and refiners in their supply chains annually via a Conflict Minerals Reporting Template (CMRT).

HEALTH AND SAFETY

Garmin is committed to safe and healthy workplaces that promote the well-being of all workers in our supply chain. Suppliers shall provide and maintain a safe work environment that complies with all applicable laws and integrate responsible health and safety management practices into its business. Suppliers shall have systems to detect, avoid and respond to potential risks to the health and safety of their workers. Workers must have the right to report unsafe or unhealthy working conditions without fear of retaliation.

ENVIRONMENT

Garmin is committed to protecting the environment throughout all aspects of our business operations and supply chain. Suppliers shall develop, implement and maintain environmentally responsible business practices. Suppliers shall continually evaluate and improve performance by establishing objectives that conserve resources, reduce their impact on the environment and comply with all applicable laws and requirements.

ETHICS

Garmin is committed to conducting business in accordance with the highest ethical standards and in compliance with all applicable laws, and Garmin expects Suppliers to conduct their businesses in accordance with the highest ethical standards and in compliance with all applicable laws.

Business Integrity

Suppliers shall not engage in corruption, extortion, embezzlement or bribery to obtain an unfair or improper advantage. Suppliers must comply with all applicable anti-corruption and anti-money laundering laws of the countries in which they operate, including the Foreign Corrupt Practices Act and applicable international anti-corruption conventions. Suppliers shall have a policy that prohibits the giving to or acceptance from Garmin of any gifts of an excessive value or any kickbacks or bribes. Without Garmin's clear direction and consent, Suppliers shall not facilitate payments on our behalf nor engage in any activity on behalf of Garmin including, without limitations, lobbying, charitable or political donations and appearances before Governmental entities, officials or representatives.

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Whistleblower Protection

Suppliers shall have policies and procedures in place to support their workers raising genuine concerns about legal or ethical issues, or other genuine grievances or concerns. Whistleblowers shall be provided with all requisite support, including anonymity, if requested, and will not be subject to harassment or retribution.

SUPPLY CHAIN SECURITY

Garmin is committed to the security of its cargo imports into countries in which Garmin operates. Garmin maintains membership in Government sponsored voluntary security programs such as the Customs-Trade Partnership Against Terrorism (C-TPAT) and Authorized Economic Operator (AEO). These programs are designed to assist Customs officials in detecting and preventing terrorists and terrorist weapons from entering the country, while facilitating the orderly and efficient flow of legitimate trade.

- Suppliers are expected to maintain a secure facility and cooperate with Garmin by implementing and utilizing proper security procedures when preparing and handling Garmin's merchandise and cargo.
- Garmin encourages Suppliers to become familiar with the C-TPAT, AEO, or similar programs and their minimum- security criteria and, if eligible, consider becoming a member of C-TPAT, AEO, or similar security program(s), which may be available in their country of operation.

In furtherance of their physical security measures, Suppliers must take appropriate measures to safeguard the details of their security programs and to protect sensitive data and information belonging to or provided by Garmin in all forms. Suppliers must promptly, and in no event more than forty-eight (48) hours, notify Garmin if Suppliers experience a data breach or has reason to suspect an incident may have enabled any person or entity to gain unauthorized access to the data or confidential information belonging to or provided by Garmin.

Non-Disclosure and Protection of Garmin Information

Suppliers may have access to Garmin's confidential (non-public) information. Suppliers shall hold this confidential information in the strictest confidence and shall not (except as required by law) disclose it to anyone without Garmin's prior approval and then only on a need-to-know basis. Garmin retains exclusive ownership of its confidential information.

Suppliers are expected to implement information and data security safeguards to protect data and confidential information belonging to or provided by Garmin.

Note: This document was previously referred to as FRM-0560 (Supplier Code of Conduct).

供應商行為準則



供應商行為準則

Garmin Ltd. 及其子公司（統稱為“Garmin”）致力於在業務的運營中遵循商業責任的實踐，並期望其供應商也同樣承諾履行商業責任的實踐。此供應商行為準則（“本準則”）概述了 Garmin 對其供應商在勞工與人權、健康與安全、環境以及道德等方面的期望。

在本文件中，“供應商”指的是任何向 Garmin 銷售或尋求銷售商品或服務的公司、企業或其他實體。供應商需遵守這份準則和所有可適用的於其商業範圍的國家之法律和規章。此外，這份文件參考特定的國際標準和法規，需要供應商的配合遵守，除非當地法律和規章設定了更高的標準。本行為準則亦參考公認的標準如世界人權宣言(Universal Declaration of Human Rights) 及國際勞工組織 (ILO) 發佈的相關標準等。

未能遵守本準則可能會危及供應商與 Garmin 之間的業務關係，嚴重情況下甚至可能導致終止合作。Garmin 的直接供應商有責任確保其供應鏈中下游的次級供應商同樣遵守本準則所規定的標準。Garmin 保留稽核所有供應鏈實體是否合乎規範之權利。

供應商必須在所有其商業行為的國家和區域遵守所有適用的法律、規範和指令。此外，每個供應商必須確保其員工會接受到與其工作上的相關法律、管理和內部要求等資訊以及培訓。

勞工與人權

Garmin 認為供應鏈中的所有勞工都應享有公平及合乎道德的工作環境。勞工應被賦予尊嚴與尊重，供應商應承認並承諾維護所有勞工的人權。

童工/年輕勞工保護

供應商應僅僱用年滿 15 歲、符合最低就業法定年齡或完成義務教育的法定年齡（以其中最高者為準）的勞工。供應商可僱用年齡超過法定最低年齡但未滿 18 歲的青少年勞工，但須確保其健康與安全不受危害，並符合國際勞工組織 (ILO) 標準。供應商不得要求青少年勞工加班或從事夜班工作。此外，供應商應保存每位員工的法定年齡證明文件。

防止強迫勞動與現代奴役

供應商不得從事非自願勞動、強迫勞動、監獄勞動、契約勞工或奴役勞動，也不得涉及人口販運或雇用販運及債務奴役的受害者。所有員工都應享有自由行動的權利。供應商應進行盡職調查，以防止第三方（如勞務仲介或承包商）招募或雇用人口販運、債務奴役或其他類型剝削的受害者。供應商不得扣押或銷毀任何勞工的政府核發身份證件、護照或工作許可證。供應商應參考以下國際勞工標準與公約：國際勞工組織 (ILO) 第 29 號與第 105 號公約、《補充公約——關於廢除奴隸制度、奴隸貿易及類似制度與做法》、以及《防止、禁止和懲治販運人口議定書》（特別是針對婦女和兒童），該議定書為《聯合國打擊跨國有組織犯罪公約》的補充文件。

勞工不應被要求支付雇主的代理人或次級代理人任何招聘費用或其他與就業相關的費用。如果發現勞工已支付此類費用，供應商應全額退還給勞工。

作為招聘流程的一部分，供應商應以勞工能夠理解的語言，書面明確傳達聘僱條件與條款。對於外籍移工，該資訊應在勞工離開母國前提供，且在抵達受聘國後不得進行任何替換或更改，除非該變更符合當地法律，並且提供與原條款相等或更優的待遇。

反騷擾與防止虐待

供應商應承諾提供無騷擾、無暴力及無虐待的工作環境。供應商不得以任何方式威脅勞工，或對其施加不人道待遇，包括言語或身體虐待、騷擾或脅迫。供應商應明確制定符合此要求的紀律政策與程序，並清楚傳達給所有勞工。

反歧視

供應商不得在就業方面進行任何形式的歧視，包括在招聘、聘用、培訓、工作條件、職務分配、薪資、福利、晉升、紀律處分、解僱或退休等方面，基於性別、種族、民族、社會出身、宗教、年齡、殘疾、性取向、國籍、政治立場或任何受當地法律保護的身份進行差別對待。

雇用、薪資、福利、培訓、晉升、紀律處分、解僱、退休或任何與就業相關的決策應基於相關且客觀的標準。供應商不得要求員工接受懷孕或醫療檢查，除非當地法律要求或基於職場安全的考量，且不得因檢測結果而進行不當歧視。此外，供應商應為員工的宗教活動提供合理的便利環境。

供應商行為準則

工作時數

供應商應確保員工的工作時數符合適用法律的規定。員工每七（7）天內應至少獲得一天（1）休息日。供應商應遵守與勞工休息時間、休假、休假期間及法定假日相關的適用法律。加班工作應以自願為原則。

工資與福利

供應商應至少支付符合適用法律規定的最低工資，並提供至少達到法定標準的最低福利。所有臨時工、派遣工及外包勞工的使用應符合當地法律的限制。以扣減工資作為懲戒措施是不允許的。勞工應獲得其提供勞務的全額報酬，並應及時收到清晰明確的工資單，其中應包含足夠的信息，以便勞工核對其工作的報酬是否正確。

結社自由

供應商應遵守與勞工休息時間、休假、休假期間及法定假日相關的適用法律。加班工作應以自願為原則。供應商應尊重員工的權利，允許其自由成立和加入合法的組織（包括工會），且不得因非暴力行使這些權利而受到處罰。勞工及/或其代表在對於對工作條件和管理制度的意見與關切上，應該要能自由與管理層溝通及分享對工作條件和管理制度的意見，而無需擔心遭受歧視、報復、恐嚇或騷擾。

保護當地社區

供應商不得參與或協助非法驅逐或強迫當地社區和原住民從土地、森林和水域搬遷。

公共與私人保全人員

供應商不得僱用不尊重國際公認人權或未遵守適用法律的私人保全人員或公共安全部隊。

原物料的責任採購

供應商必須遵守與關鍵原物料（包括衝突礦產）採購相關的適用法律和法規。供應商應建立相關政策與盡職調查流程，以確保其產品中所含的材料均來自負責任的來源。

凡供應產品含有 3TG（金、錫、鉍、鎢）的供應商，須每年透過“衝突礦產報告模板（CMRT）”識別並披露其供應鏈中的所有冶煉廠和精煉廠。

健康與安全

Garmin 致力於確保供應鏈內所有勞工擁有安全且健康的工作環境，以促進其福祉。供應商應提供並維持符合所有適用法律的安全工作環境，並將負責任的健康與安全管理實踐融入其業務中。

供應商應建立系統，以識別、避免並應對可能影響勞工健康與安全的風險。勞工有權舉報不安全或不健康的工作環境，而無需擔心遭受報復。

環境保護

Garmin 致力於在業務運營及供應鏈的各個環節保護環境。供應商應制定、執行並維持環保責任經營的實踐。

供應商應持續評估並透過制定目標提升環保表現，以節約資源、減少對環境的影響，並確保遵守所有適用法律與相關要求。

商業道德

Garmin 堅守最高道德標準並遵守所有適用法律來經營業務，並期望供應商亦能以最高道德標準經營業務，並確保遵守所有適用的法律法規。

商業誠信

供應商不得僱用不尊重國際公認人權或未遵守適用法律的私人保全人員或公共安全部隊。供應商不得透過貪污、勒索、挪用公款或賄賂來獲取不正當或不公平的利益。供應商必須遵守其營運所在國的所有適用反貪腐和反洗錢法律，包括《海外反腐敗行為法》（Foreign Corrupt Practices Act）及適用的國際反貪腐公約。

供應商行為準則

供應商應制定政策，明確禁止向 Garmin 提供或接受 Garmin 提供價值過高的禮品、回扣或賄賂。未經 Garmin 明確指示與同意，供應商不得代表 Garmin 進行任何付款，也不得從事任何與 Garmin 有關的活動，包括但不限於遊說、慈善或政治捐款，或在政府機構、官員或代表面前發言等。

舉報人保護

供應商應制定政策與程序，以支持勞工就法律或道德問題，或其他合理的申訴與關切提出報告。供應商應為舉報人提供必要的支持，包括在其要求下保持匿名，並確保其不會遭受騷擾或報復。

供應鏈安全

Garmin 致力於確保貨物進口至其營運國家的安全。Garmin 參與政府支持的自願性安全計劃，例如「美國海關商貿反恐聯盟」（C-TPAT）和「安全認證優質企業」（AEO）。這些計劃旨在協助海關部門偵測並防止恐怖分子及其武器進入國家，同時促進合法貿易的有序與高效流通。

- 供應商應維持安全的設施，並透過實施與遵循適當的安全程序，在準備與處理 Garmin 商品與貨物時與 Garmin 合作。
- Garmin 鼓勵供應商熟悉 C-TPAT、AEO 或類似計劃及其最低安全標準，並在符合資格的情況下，考慮加入 C-TPAT、AEO 或其他適用於其國家的安全計劃。
- 為進一步強化實體安全措施，供應商必須採取適當措施，以保護其安全計劃的細節，並確保 Garmin 所屬或提供的敏感數據及信息（無論任何形式）不受侵害。如供應商發生數據外洩事件，或有理由懷疑可能發生使任何個人或實體未經授權存取 Garmin 數據或機密信息的情況，必須立即通知 Garmin，且最遲不得超過 48 小時內。

保密義務與 GARMIN 資訊保護

供應商可能會接觸到 Garmin 的機密（非公開）資訊。供應商必須對這些機密資訊保持最嚴格的保密，除非是法律上的要求，否則不得在未經 Garmin 事先批准的情況下向任何人披露，且即使獲得批准，也僅限於業務需要知曉的範圍內。Garmin 對其機密資訊擁有獨家所有權。

供應商應採取適當的資訊和數據安全措施，以保護 Garmin 所屬或提供的數據及機密資訊。

備註：本文件先前稱為 FRM-0560（供應商行為準則）。