

POLICY 政策

GLOBAL
OPERATING
PRINCIPLES
全球運營準則

tapestry

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Global Operating Principles

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Introduction 簡介

Tapestry, Inc.'s (the "Company") objective is to be an enlightened and superior employer and a responsible and socially sensitive corporate citizen in the locations in which the corporation conducts business.

Tapestry, Inc. (以下簡稱“公司”)的目標是在其經營業務所在地成為開明、卓越的雇主和有責任心和社會敏感性的企業公民。

In order to accomplish these objectives, the Company has established Global Operating Principles which set forth the minimum standards by which the corporation will operate and conduct business. These global principles will also convey to employees and all public constituencies the Company's values, commitments and goals.

為了實現這些目標，公司制定了全球運營準則，其中規定了公司運營和開展業務所依據的最低標準。這些全球準則還將公司的價值、承諾和目標傳達給了雇員和所有公眾。

The Company has also developed a set of guidelines for firms from whom it sources products, including contractors, joint venture partners and suppliers of goods and services. These principles are set forth separately in a Supplier Code of Conduct for such business partners.

公司還為向其供應產品的公司（包括貨物和服務的承包商、合資夥伴、供應商）制定了一系列指引。這些指引規定於為該等業務合作夥伴制定的供應商行為準則中。

The principles and philosophies that govern the operations and businesses of the Company are based not only on laws and regulations, but are also founded on dignity and respect for the individual, a strong commitment to common sense, fairness, diversity, and ethical business practices and policies.

公司的經營和業務所適用的原則和理念，不僅依據法律法規，而且基於個人尊嚴和尊重、符合常理、公平性、多樣化、合乎道德的商業實踐和政策。

As the Company expands operations and businesses to many countries of the world in order to compete in the global marketplace, these fundamental principles are extended to all the corporation's locations with the aim of achieving the Company's mission. To this end, the Company is committed to the promulgation, applications, and continued development of these principles at each location where it operates.

隨著公司向世界上許多國家拓展經營和業務以在全球市場展開競爭，這些基本原則擴展到公司的所有經營所在地，以實現公司的使命。為此，公司致力於在其每一經營地傳播、使用和繼續完善這些原則。

Ethical Practices 道德實踐

The Company believes in conducting all business activities with honesty, integrity and fair dealing, and in conformance with high ethical standards. The Company does not condone illegal payments to any person, organization, or government, nor will the corporation

involve itself in activities and practices that the corporation believes are ethically questionable.

公司堅持按照高道德標準以誠實、誠信和公平的方式開展所有業務活動。公司不容忍任何向任何個人、組織或政府進行非法支付的行為，也不會參與其認為道德上可疑的活動和實踐。

Laws and Regulations 法律法規

The Company is committed to full compliance with all laws and regulations in the locations where the corporation operates and conducts business, and will not knowingly operate in violation of any such law or regulation.

公司致力於遵守其經營所在地的所有法律法規，不會在知情的情況下違法經營。

Environment 環境

The Company is committed to full compliance with all environmental rules, regulations, and standards applicable to its operations. The Company will observe environmentally conscious practices in all locations where the corporation operates.

公司致力於完全遵守適用於其經營的所有環保規則、規定和標準。公司將遵守其所有經營所在地的環保慣例。

Community Relations 社區關係

The Company believes in being a responsible corporate citizen and socially sensitive employer in every community, locality, and country in which the corporation operates. To accomplish this, the Company strongly encourages each of its operating facilities to become actively involved in the life of the community by developing plans to participate in and sponsor initiatives that result in the advancement of the community's interests, and in the betterment of the quality of life of the communities in which employees live. For example, The Company encourages employees to become involved in their communities through company-sponsored events. The Company is proud of its contribution to the economic and social development of the locations where it has operations.

公司堅持在其經營業務所在的每個社區、地方和國家，作負責任的企業公民和具有社會敏感性的雇主。為此目的，公司鼓勵各業務機構通過制定活動參加和贊助計畫，積極參與社區生活，以提高社區利益和改善員工所在社區的生活品質。例如公司鼓勵員工通過公司贊助的活動參與社區生活。公司為自己向經營所在地的經濟和社會發展做出貢獻而驕傲。

Corporate Contributions 企業捐贈

In the area of corporate contributions, the Company recognizes its role as a responsible corporate citizen and a socially sensitive company. In every community where the corporation operates, the Company actively seeks out opportunities to contribute money, products, materials, time, expertise, and other assistance to worthwhile causes and projects in order to make the community a better place for employees to live and work.

在企業捐贈方面，公司承認其作為負責任的企業公民和有社會敏感性的公司的角色。在公司經營所在的每一個社區，公司積極尋求機會，為有意義的事業和專案提供金錢、產品、材料、時間、專業知識和其他援助，以使社區更適於員工生活和工作。

Employment and Employee Training and Development 就業、員工培訓和發展

The Company respects employees and believes in the fundamental dignity and worth of each individual. Utilizing the talents of each employee is a competitive imperative in a global marketplace. The Company's goal is to create an environment that attracts and retains the best, brightest, and most talented individuals and to provide an environment that empowers each employee to reach his or her full potential. The corporation's objective is to teach and encourage the full development of individual pride, freedom, and self-esteem. The Company believes that the building of an individual's self-esteem and self-worth, which includes the important element of self-reliance, is an essential ingredient in that employee reaching his or her full potential and growth. Accordingly, the Company offers employees work-related training, which enables employees to improve job skills and to qualify for positions of greater responsibility.

公司尊重員工並相信個人的基本尊嚴和價值。要在全球市場的競爭中取得成功，則必須充分利用每個員工的才能。公司旨在創造一個吸引和保留最優秀、最聰明、最有才華的人員的環境，並提供一個使每個員工發揮最大潛力的環境。公司的目標是教導和鼓勵充分發展個人自豪感、自由和自尊。公司認為，建立一個人的自尊和自我價值（包括自立自強這一重要元素），對於員工發揮最大潛力和取得最大成長至關重要。因此，公司為員工提供與工作有關的培訓，使員工能夠提高工作技能並且具備擔任更高職務的資格。

Communications 溝通

The Company is committed to openness, honesty, and fairness in all business dealings and communications with employees and public constituencies. Of course, the Company recognizes that certain proprietary, personal or otherwise privileged information must be kept confidential.

在與員工和公眾的所有業務往來和溝通中，公司堅持開放、誠實和公平。當然，公司承認某些專有、個人或特權資訊必須保密。

Working Conditions and Workplace Safety 工作條件和工作場所安全

The Company will provide employees with work environments which are designed, built, and equipped to high standards at all locations.

公司將在其所有經營地點為員工提供按高標準設計、建造和裝備的工作環境。

The Company is committed to providing a safe and healthy working environment. Employees will be trained in safe practices and safety rules. Practices relating to the use of safety equipment and protective devices will be strictly enforced.

公司致力於提供安全和健康的工作環境。員工將接受安全操作和安全規則培訓。安全設備和保護裝置使用規範將予嚴格執行。

Hours of Work and Age of Employment 工作小時和就業年齡

Hours worked each day, and days worked each week, shall not exceed the legal limitations of the countries in which the Company operates. Also, while the legal definition of "children" sometimes varies from country to country, the Company will not knowingly employ individuals who are under 15 years of age.

每日工作小時數和每週工作天數不得超過公司經營所在國的法律限制。同時，由於對“兒童”的法律界定會因國家而異，公司不會在知情的情況下雇用15歲以下的人員。

Compensation and Benefits 薪酬與福利

As a responsible corporate citizen and a socially sensitive company, the Company believes in providing employees with fair compensation and benefits. The Company also believes that compensating employees at competitive levels helps the Company to motivate and retain the best employees. Thus, the Company offers employees competitive compensation and benefits which are equal to or above the compensation and benefits offered by like industries in the localities in which the corporation operates.

作為負責任的企業公民和有社會敏感性的公司，公司堅持為員工提供公平的薪酬福利。公司也相信為員工提供有競爭力的薪酬和福利有助於公司激勵和留住最好的員工。因此，公司為員工提供的有競爭力的薪酬和福利等於或高於其經營所在地的相似行業提供的薪酬和福利。

Employment Recognition, Empowerment and Treatment 員工的認可、授權與對待

The Company believes that employees should be recognized and rewarded for good performance, and actively encourages the adoption of suitable programs for this purpose.

公司認為員工應該因表現良好而得到表彰和獎勵，並積極鼓勵採用適當計畫達成該目的。

The Company believes employees have valuable ideas and should be given the opportunity to voice those ideas and to implement better and more productive procedures and methods. The Company believes that the empowerment of individual employees not only permits each employee's full development, but directly and significantly contributes to the corporation's goal of achieving lowest-cost, highest-quality producer status, in turn enabling the Company to effectively compete in global markets and to provide employees with the highest possible degree of career security.

公司認為員工擁有有價值的想法，應該給予其機會以說出想法並實施更好、更有效的程式和方法。公司認為，向員工授權，不僅使每個員工得到全面發展，而且直接而顯著地有利於實現公司成為最低成本、最高品質生產者的目標，從而使公司能夠在全球市場進行有效競爭，並且為員工提供最高程度的職業安全。

Respect for Diversity 尊重多樣性

The Company believes that people should be employed on the basis of the ability to do the job, rather than on the basis of personal characteristics or beliefs. The corporation actively seeks, promotes, and manages diversity within the workforce. In managing strategic diversity, the Company embraces a philosophy of encouraging all employees to feel comfortable with being themselves while working together toward shared business goals. The Company furthers this principle on a global basis through on-going training, development, and education programs designed to create a positive environment in which each individual is empowered to reach his/her fullest potential.

公司認為應該依據工作能力而非個人特徵或信仰僱傭員工。公司積極尋求、促進和管理多樣化的勞動力。在管理策略的多樣性中，公司採納的理念是，使全體員工在共同努力實現共同商業目標的同時有良好的自我認同感。公司通過持續的培訓、發展和教育計畫在全球推廣這一原則，從而創造有助於每個人實現其最大潛能的良好環境。