

Business Partner Code of Conduct

业务伙伴行为准则

VALIDATED FROM: 2021-

INTRODUCTION | 介绍

Yatsen Holding Limited ("Yatsen" or "We") is a leader in the rapidly evolving China beauty market with the mission of creating an exciting new journey of beauty discovery for consumers in China and around the world. We value and have committed to integrity and social responsibility, and we expect our business partners engaged in the business with Yatsen and our affiliates ("Business Partners") to fully recognize our value and to have, or to make the same or similar commitment.

Yatsen Holding Limited (“逸仙”或“我们”)作为中国快速发展美妆市场中的领军企业，致力于向中国乃至全世界的客户创造一段令人兴奋的探索美的全新旅程。我们重视并致力于公司合规诚信文化的打造以及树立富有社会责任感的企业形象。同时，我们希望能与逸仙及逸仙的关联公司有商业往来的业务伙伴（“业务伙伴”）能够完全认同我们的价值理念并且做出相同或相似的承诺。

Business Partners are important and valuable business partners of Yatsen and we care about the way they do business. This Business Partner Code of Conduct ("BPCoC") describes our expectation of how our Business Partners conduct business. Business Partners must comply with this BPCoC. In the meanwhile, Business Partners should make sure to communicate this BPCoC to related entities, suppliers, employees, subcontractors, and agencies, who support Business Partners in conducting business with Yatsen, so that they are aware of and understand the standard set in this BPCoC. Business Partners, to the minimum requirement, shall comply with any and all applicable laws, regulations within the geographies where they operate business ("Applicable Laws"). Where the stipulation outlined in this BPCoC differs from the Local Laws, Business Partners shall follow the requirement, whichever is with higher standard.

业务伙伴作为逸仙重要且有价值的商业合作伙伴，我们关心业务伙伴如何进行他们的商业活动。业务伙伴行为准则（“行为准则”）表达了我们对业务伙伴如何进行商业活动的期待。业务伙伴应当遵守行为准则，同时，业务伙伴也应确保向为逸仙服务的供应商、员工、分包商和代理传递行为准则，以期他们能够清楚并理解行为准则的要求。业务伙伴应该遵守其经营活动所在地适用的所有法律和法规（“适用法律”）。如行为准则的规定与适用法律存在不一致时，业务伙伴应遵守更严格的标准。

📄 OVERVIEW | 概览

- Business Ethics and Integrity | 商业道德和诚信
- Anti-Corruption and Anti-Bribery | 反腐败和反贿赂
- Employment and Work Conditions | 雇佣和工作条件
- Environmental Protection | 环境保护
- Data Protection | 数据保护
- Compliance Trainings | 合规培训
- Raising Concerns and Whistleblowing | 提出顾虑和举报

Business Ethics and Integrity | 商业道德和诚信

Business Partners shall conduct business activities with business ethics and integrity, including without limitation to:

业务伙伴在进行商业活动时应有相应的商业道德和诚信，包括但不限于：

● Communication | 沟通

Business Partners must be honest and truthful in communication. Any false statement and document will not only influence the business cooperation relationship with Yatsen, but also will bring severe legal consequences against Business Partners.

业务伙伴在沟通过程中须真实坦诚。除了将会影响业务伙伴与逸仙的商业合作关系之外，任何虚假的陈述和文件将有可能给业务伙伴带来严重的法律后果。

● Conflicts of Interest | 利益冲突

Business Partners shall promptly and truly inform Yatsen and its affiliated companies with regard to the conflicts of interest that will or may influence the decision made by Yatsen and its affiliated companies and the employees of them.

业务伙伴应及时且如实告知将影响或可能影响逸仙或逸仙的关联公司及其员工作出正确判断的利益冲突。

Anti-Corruption and Anti-Bribery | 反腐败和反贿赂

YATSEN HAS “ZERO TOLERANCE” AGAINST CONDUCT RELATED TO CORRUPTION AND BRIBERY IN ANY FORM. Business Partners shall fully comply with requirements of all applicable anti-corruption and anti-bribery laws (eg: US Foreign Corruption Practices Act, UK Bribery Act etc.), as well as anti-corruption and anti-bribery regulations of Yatsen. In the meanwhile, Business Partners shall ensure their own anti-bribery and corruption policies are in effect and enforced accordingly. For achieving the foregoing regulations, Supplier shall follow the below requirements, including:

逸仙对任何形式的腐败和贿赂“零容忍”。业务伙伴应完全遵守所有适用的关于反腐败和反贿赂的法律（例如：美国海外反腐败法和英国反贿赂法案等）以及逸仙的相关反腐败和反贿赂的规定。同时，业务伙伴应制定相应的反腐败和反贿赂的政策并保证严格遵守。为实现前述规定，业务伙伴应遵守以下要求，包括：

● **Gifts and Entertainment | 礼品和接待**

Business Partners must not offer or accept any gifts or entertainment to obtain improper advantages. Gifts, meals, entertainment, hospitality, and trips that are lavish or lack transparency or a legitimate purpose, may be considered as bribes, or may be perceived as an attempt to improperly to influence decision making. Money or money equivalent is strictly forbidden.

业务伙伴不得为获得不正当利益提供或接受任何的礼物或接待。任何奢侈、缺少透明度或合法目的的礼物、餐食、娱乐、接待和旅行有可能被视为贿赂，或被认为是影响决策的不当意图。现金或现金等价物是完全禁止的。

● **Governmental Related Affairs | 政府相关事务**

Business Partners must not provide, offer or accept any bribes or kick backs to/from any governmental officials or governmental authorities.

业务伙伴不得向政府官员、政府机构或任何个人主动提供、赠予或者从政府官员或政府机构收受贿赂或回扣。

Employment and Work Conditions | 雇佣和工作条件

Business Partners shall fully comply with the applicable legal requirements in relation to employment, and enact practices to ensure compliance with such laws.

业务伙伴应完全遵守与用工相关的法律要求，并应践行相关的行动以确保符合相关法律。

● **No Child Labor and Forced Labor | 禁止使用童工和强迫劳工**

Business Partners must not employ anyone under the age as regulated by the applicable laws. Business Partners are prohibited to use forced labors. All form of forced labors is strictly prohibited, including but not limited to bonded labor or any other form of forced labor.

业务伙伴不得雇佣低于适用法律规定的童工。业务伙伴不得使用强迫劳工。任何形式的强迫劳动行为都是禁止的，包括但不限于抵债劳动或其他任何形式的强迫劳动。

● **No Discrimination | 反对歧视**

Business Partners must not allow harassment and discrimination based upon race, color, age, gender, religion, sexual orientation, national origin, disability, pregnancy or other factors that may be covered by local laws and regulations.

业务伙伴不得允许基于种族、肤色、年龄、性别、宗教信仰、性取向、国别、残疾、怀孕或当地法律法规下的其他因素等对员工进行骚扰或歧视的行为。

● **Working Hour and Rest Day | 工作小时和休息日**

Supplier must not require workers to work more than the maximum working hours permitted by applicable laws. Business Partners must ensure overtime is voluntary and paid in accordance with local laws and regulations. Workers must be allowed to have at least one day off per a work week.

业务伙伴不得要求员工超出适用法律所允许的最大工作时间进行工作。业务伙伴必须保证员工自愿加班并且按照当地法律法规支付加班报酬。

● **Working Conditions | 工作条件**

Business Partners are required to provide a healthy and safe working environment for their employees. Business Partners must perform regular risk assessment and put in place active measures to minimize or eliminate hazards in the work place, including mechanical, electrical, chemical, fire and physical hazards. Adequate safety trainings are also required to be delivered to the employees.

业务伙伴应为员工提供健康安全的工作环境。业务伙伴应当定期对工作场所进行风险评估，包括设备、用电、化学、火灾和物质危险等，并采取积极的措施最大程度减少或消除工作场所中的风险。业务伙伴还应为员工提供足够的安全培训。

● **Freedom of Association | 工会自由**

Business Partners must freely allow their employees to associate with others, form and join labor organizations of their choice, and bargain collectively. Business Partners are also required to ensure an open communication mechanism between employees and managements.

业务伙伴应允许员工自由地结会，自由选择组建或参与各种工人组织并一起捍卫权利。业务伙伴应确保员工和管理层之间有开放的沟通机制。

Environmental Protection | 环境保护

Yatsen encourages Business Partners to minimize their environmental impact when operating their business. Business Partners are also expected to:

逸仙鼓励业务伙伴在生产经营过程中尽最大可能减少对环境的影响。我们希望业务伙伴能够：

- (1) comply with applicable environmental laws, regulations and standards;
遵守适用的环保法律、法规和标准；
- (2) establish and implement an internal environmental policy and an effective environmental risk monitoring mechanism;
制定并执行内部的环保政策和有效的环境风险监测机制；
- (3) develop and/or use environment-friendly technologies and materials, and reduce negative environmental impacts throughout their supply chain.
开发和/或使用环境友好的技术和物料，同时降低供应链全流程中对环境造成的不良

影响。

Data Protection and Privacy 数据保护和隐私

Business Partners are required to protect the privacy of individuals and the security of confidential assets and information.

业务伙伴应保护个人的隐私数据和保密资产和保密信息的安全。

● Data Protection | 数据保护

Business Partners must take appropriate measure to ensure the security of confidential assets and information obtaining from Yatsen and/or other third parties.

业务伙伴须采取合适的措施确保从逸仙和/或其他第三方处获得的保密资产和信息的安全。

● Data Privacy | 数据隐私

Business Partners shall protect personal data in strict compliance with all applicable laws and regulations. Personal data provided by or on behalf of Yatsen shall be processed, stored, accessed and disclosed subject to the Applicable Laws and the agreement concluded with Yatsen. Business Partners are also required to provide accurate and clear privacy notices when collecting or processing personal data.

业务伙伴应严格遵守所有适用的法律法规保护个人数据。在处理、储存、接触和披露逸仙或逸仙的代表所提供的个人数据应遵守适用法律和与逸仙之间协议。业务伙伴须在收集或处理个人数据时提供充足和清晰的通知。

Compliance Training 合规培训

Yatsen will communicate to Business Partners in any form the requirements of compliance. Business Partners acknowledge that Yatsen will collect the participation statistics and evaluate the compliance performance of Business Partners. Yatsen may suspend or cancel the business cooperation with Business Partners that have bad performance. In addition, Business Partners are required to ensure their employees and subcontractors working on Yatsen matters understand and comply with this BPCoC by providing compliance trainings to them on at least yearly basis. Any training records shall be kept in a proper manner and provided to Yatsen as may be required.

逸仙将以各种形式向业务伙伴沟通合规要求。业务伙伴了解逸仙将统计业务伙伴的参与情况并对业务伙伴的合规表现进行评估。如业务伙伴的表现不佳的，逸仙将可能暂停或取消与该业务伙伴的商业合作。同时，业务伙伴应为为逸仙服务的员工和分包商提供至少一年一次的合规培训，以使他们理解并遵守本行为准则。

Raise Concerns and Whistleblowing 提出顾虑和举报

Business Partners are encouraged to report any questionable behavior or integrity concerns to abac@yatsenglobal.com. Yatsen will keep confidentiality to the extent possible and will not tolerate any retribution taken against any individual who has reported any potential questionable behavior or integrity concerns in good faith.

我们鼓励业务伙伴在发现让任何不当行为或合规顾虑时，[向 abac@yatsenglobal.com](mailto:abac@yatsenglobal.com) 举报。我们将尽可能地保护举报人的信息。同时，如有向善意举报不当行为和提出合规顾虑的个人采取任何报复的行为，逸仙绝不容忍。

📄 UPDATE | 更新

Yatsen will update or change this BPCoC from time to time, which will be released through official site or the other channels. This BPCoC includes an effective date, and the effective date refers to the date that the latest version takes effect.

逸仙将不定期对行为准则进行更新或修改，并通过网站或其他方式发布。行为准则中包含了生效日期。生效日期指最新版本的行为准则的生效时间。



We acknowledge that we have read and understood the above policies in its entirety and agree to abide by them.

我方已阅读并理解以上全部准则并同意遵守。

Acknowledged by _____

承诺人 _____

Date _____

日期 _____