

小鹏汽车供应商行为准则

XPENG Supplier Code of Conduct

小鹏汽车是一家专注未来出行的科技公司,致力于探索科技,引领未来出行变革。

XPeng is a technology company dedicated to future mobility, committed to exploring technological innovations and leading the transformation of future transportation.

本小鹏汽车供应商行为准则(“准则”)规定了小鹏汽车对其供应商在工作条件与人权、商业道德、环境保护、负责任的矿物原材料等方面的要求,它是确保我们供应链环节的社会责任、环境责任和道德准则的基础。

The XPENG Supplier Code of Conduct (the 'Code') outlines XPENG's requirements for suppliers in areas including working conditions & human rights, business ethics, environmental protection, and responsible mineral sourcing. It serves as the foundation for ensuring social responsibility, environmental accountability, and ethical standards across our supply chain operations.

“小鹏汽车”指小鹏汽车及其全资或控股子公司。“供应商”指直接或间接向小鹏汽车提供原料、产品或服务的任何实体或个人。

XPENG" refers to XPENG and its wholly-owned or controlled subsidiaries.

"Supplier" means any entity or individual that directly or indirectly provides raw materials, products, or services to XPENG.

供应商承诺在与小鹏汽车相关的业务中,严格遵守以下行为准则,并且应向其下游供应商传达本行为准则要求并监督执行。

Suppliers commit to strictly adhering to the following Code of Conduct in all business activities related to XPENG and shall communicate the requirements of this Code to their downstream suppliers, ensuring compliance through active monitoring.

关于小鹏汽车公司责任的更多信息,请访问公司官网:

<https://www.xiaopeng.com/about.html>。

For more information on XPENG's corporate responsibilities, please visit our official website: <https://www.xiaopeng.com/about.html>.

一.工作条件与人权

I. Working Conditions & Human Rights

1.工作时间：供应商必须严格遵守适用法律关于工作时间的规定，包括但不限于加班和加班补偿的相关规定。

Working Hours

Suppliers must strictly comply with applicable laws on working hours, including but not limited to overtime regulations and compensation requirements.

2.结社自由与集体协商权利：供应商应根据运营所在地法律法规，尊重员工依法自由结社（如工会）和集体协商的权利，保护员工不因行使组建、加入或拒绝参加工会以及集体协商的权利而遭受歧视、骚扰、胁迫或报复。

Freedom of Association & Collective Bargaining

Suppliers shall respect employees' rights to freely associate (e.g., unionize) and engage in collective bargaining in accordance with local laws. Employees must not face discrimination, harassment, coercion, or retaliation for exercising these rights.

3.强迫劳动和人工贩运：供应商应严格遵守国际劳工组织《1930 年强迫劳动公约》和《1957 年废除强迫劳动公约》，严禁任何形式的强迫劳动、奴役及人口贩运行为。在招聘过程中，不得使用误导或欺诈手段，禁止向求职者和员工收取招聘相关费用，不得扣押、销毁、隐藏员工证件，不得要求员工提供担保或收取财物，坚决杜绝侮辱、体罚、殴打、非法搜查和拘禁员工，以及以暴力、威胁或非法限制人身自由手段强迫劳动的情况发生。

Forced Labor & Human Trafficking

Suppliers shall strictly adhere to the ILO *Forced Labour Convention, 1930 (No. 29)* and *Abolition of Forced Labour Convention, 1957 (No. 105)*. Any form of forced labor, slavery, or human trafficking is prohibited. Suppliers must:

- Avoid deceptive recruitment practices;
- Prohibit charging recruitment fees to workers;

- Refrain from confiscating, destroying, or withholding worker identification documents;
- Ban physical punishment, illegal confinement, or coercion through violence or threats.

4.童工及未成年工人：供应商在任何阶段不得使用童工(当地劳动力法定最低年龄依该国家或地区法律而定)，努力保护儿童，使其不受经济剥削、阻碍儿童教育以及其他对儿童发展有害的行为的影响，遵守联合国《儿童权利公约》的相关规定。对未成年工、学生工和学徒工，供应商应结合当地法规制定管理制度以保障未成年人的合法权益。

Child Labor & Protection of Minors

Suppliers shall not employ child labor (defined as below the legal minimum working age in the jurisdiction). They must protect children from economic exploitation, ensure access to education, and comply with the *UN Convention on the Rights of the Child (CRC)*. For minors, student workers, or apprentices, suppliers shall establish protective policies aligned with local laws.

5.薪酬福利：供应商应按照适用法律法规、当地市场条件和生活水平，为员工提供公平的薪酬与福利、带薪休假和健康保障，确保按时全额支付员工薪资，并在工资单中明确列出合法的扣除项目。

Compensation & Benefits

Suppliers shall provide fair wages, benefits (including paid leave and health coverage), and timely payment in full. Wage statements must clearly itemize lawful deductions.

6.雇佣协议：供应商必须确保员工工作条件符合所有适用法律法规要求。同时，依据适用法律法规与员工签订书面雇佣协议，以清晰易懂的文字明确约定雇佣条件。

Employment Contracts

Suppliers must ensure written employment contracts comply with applicable laws, clearly outlining terms in understandable language.

7.消除歧视：供应商不得基于性别、种族、肤色、宗教、年龄、出身、教育背景、婚姻状况、生育状况、残疾、性取向、国籍、政治见解、工会成员身份、社会背景或受适用法律保护的其他身份，在员工就业、晋升和薪酬等方面存在任何形式的歧视。所有员工都应

受到平等尊重，供应商应致力于尊重和支持妇女、儿童、移徙工人、残障人士、原住民 / 土著的权益及相关公约，如《消除对妇女一切形式歧视公约》。

Non-Discrimination

Discrimination based on gender, race, religion, age, disability, sexual orientation, nationality, or other legally protected status is prohibited. Suppliers shall uphold principles of equality and support rights under conventions like *CEDAW*.

8. 职场暴力和骚扰：严禁在工作场所发生任何形式的暴力和骚扰行为，包括身体、心理、性以及其他方面的职场暴力和骚扰，积极营造和谐、包容的工作环境。

Workplace Violence & Harassment

All forms of physical, psychological, or sexual harassment or violence are strictly prohibited. Suppliers must foster a safe, inclusive work environment.

9. 健康与安全：供应商必须严格遵守所有适用的健康和安全法律法规。供应商应积极采取各项预防风险和促进健康的措施，为所有员工提供符合职业健康与安全标准的必要保障。制定完善的事故预防方案和应急预案，并向员工提供相关指导，最大程度降低健康和安全风险及其影响。

Health & Safety

Suppliers shall comply with occupational health and safety laws, implement risk prevention measures, and establish emergency response protocols.

二. 商业道德

II. Business Ethics

1. 腐败、勒索及贿赂：供应商的行为必须符合适用的关于反腐败、反贿赂等法律法规。秉持小鹏汽车对腐败、贿赂等行为零容忍的政策，供应商不得从事或容忍任何此类违法违规行为。

Anti-Corruption & Bribery

Suppliers must adhere to anti-corruption laws and XPENG's zero-tolerance policy. Bribery, extortion, or unethical facilitation payments are prohibited.

2. 保护隐私：在与小鹏汽车开展业务时，供应商必须遵守适用的隐私保护法律法规，按照要求妥善保管小鹏汽车相关数据。一旦出现数据被不当披露、窃取或滥用等情况，小鹏

汽车将根据双方已签订的《保密协议书》追究相关违约责任，并纳入供应商黑名单。

Data Privacy

Suppliers shall protect XPENG's data in compliance with privacy laws and promptly report unauthorized disclosures or breaches. In the event of improper disclosure, theft, or misuse of data, XPENG reserves the right to pursue liability for breach of contract under the Non-disclosure Agreement signed by both parties, and may suspend business cooperation or impose penalties, including blacklisting the Supplier.

3.利益冲突：供应商应避免与小鹏汽车之间可能产生利益冲突的情形，防止小鹏汽车或供应商员工的专业判断、履职或决策能力受到个人利益等其他因素的干扰。一旦出现可能导致利益冲突的情形，如供应商员工（或其家庭成员）与小鹏汽车有决策权或对决策有影响力的员工存在个人关系（如亲友关系）从而使供应商获益，或者小鹏汽车员工（或其家庭成员）与供应商有任何形式的利益关系或经济往来，供应商应及时按照规定告知小鹏汽车。

Conflict of Interest

Suppliers must avoid situations where personal interests conflict with XPENG's business. Any potential conflicts (e.g., familial ties influencing decisions) must be disclosed immediately.

4.公平竞争与反垄断：供应商应秉持公平竞争的原则，严格遵守反垄断和反不正当竞争方面的法律法规。避免与其竞争对手或商业伙伴达成任何可能妨碍竞争的谅解或协议，通过公平竞争获取商业机会，并确保向小鹏汽车提供的所有声明、陈述或其他信息真实准确。

Fair Competition & Antitrust Compliance

Suppliers shall comply with antitrust laws, avoid anti-competitive agreements, and compete fairly. All information provided to XPENG must be accurate.

5.出口与贸易合规：在与小鹏汽车开展的业务中，供应商应严格遵守所有适用的出口与贸易相关的法律法规。及时向小鹏汽车提供所有必要的信息和文档，以便小鹏汽车在出口或在出口产品、软件或技术时符合相关出口管制要求。

Trade Compliance

Suppliers shall adhere to export control and trade laws, providing necessary documentation to ensure XPENG's compliance.

6. 商业秘密与知识产权：小鹏汽车在业务活动中可能会向供应商分享秘密信息和知识产权相关信息，供应商在处理这些信息时应严格遵守双方签订的保密协议，采取有效措施保护小鹏汽车的秘密信息，防止其受到不当披露、窃取或滥用。同时，供应商在日常经营中要确保不侵犯他人的商业秘密和知识产权，并采取恰当措施保证与小鹏汽车相关的业务不会侵犯任何人的知识产权或秘密信息，以同样标准保护小鹏汽车的知识产权。

Intellectual Property & Confidentiality

Suppliers must protect XPENG's confidential information and intellectual property under signed agreements. They shall ensure their operations do not infringe third-party IP rights.

三. 环境保护

III. Environmental Protection

1. 遵守环境法律法规：供应商应遵守可适用的环境保护法律法规及标准和小鹏汽车提出的各项合理的环保要求。

Legal Compliance

Suppliers shall comply with applicable environmental laws, regulations, standards, and XPENG's reasonable sustainability requirements.

2. 获取并更新资质认证：供应商应及时取得并持续更新所有必备的环境许可证及相关资质认证，严格遵守这些文件所规定的各项要求。

Certifications & Permits

Obtain and maintain valid environmental permits and certifications, adhering strictly to their stipulated obligations.

3. 清洁能源：供应商应优先使用清洁能源。采用资源利用率高、污染物排放量少的工艺、设备以及废弃物综合利用技术和污染物无害化处理技术，减少污染物的产生。

Clean Energy & Resource Efficiency

Prioritize clean energy adoption. Implement high-efficiency technologies, waste

utilization systems, and pollution control processes to minimize environmental impact.

4.节约资源：供应商应节约资源，在源头上或通过实践(如改进生产、维护和设施工艺、替换材料、节约自然资源、材料回收和重用)减少和消除所有类型的耗费(包括水和能源)。供应商应制定能源管理制度或程序，淘汰国家要求的高耗能设备设施，合理的改造和提升生产设备设施和工艺，节能减排。

Resource Conservation

Reduce resource consumption (e.g., water, energy) through optimized production processes, material substitution, recycling, and equipment upgrades. Establish energy management systems to phase out inefficient equipment and enhance operational efficiency.

5.水资源管理：供应商应制定水资源管理制度或程序，对营运地水资源的使用和排放应当合法合规，同时兼顾水资源循环利用，节约水资源使用。

Water Management

Develop water management policies to ensure lawful usage/discharge, promote recycling, and minimize water waste.

6.废弃物管理：供应商应严格遵守国家、地方及各行业相关环境保护法律法规。完善对废水、废气、固体废物和噪声的管理规章制度及突发环境污染事故处理方案。

Waste Management

Strictly comply with national, regional, and industry-specific environmental regulations. Establish protocols for managing wastewater, emissions, solid waste, noise, and environmental emergencies.

7.负责的化学品管理：供应商应根据国家环保法规建立针对危险废弃物的管理制度和相关规定。应制定危险废物管理计划、危废废物减量化计划。对所产生的危险废弃物进行妥善的收集和储存，并委托有资质的单位进行处置，同时积极寻求工艺改造和原辅材料替代，减少危险废弃物的产生。同时，供应商应注重产品中有毒有害物质的管控，应当确保产品及服务符合相关国家和地区所有适用的法律法规，并持续对相关产品环保法规进行动态分析，严格遵守各国环保要求。

Responsible Chemical Management

- Implement hazardous waste management plans, including safe collection, storage, and disposal through certified entities.
- Reduce hazardous waste generation via process improvements and material substitution.
- Control toxic substances in products/services to meet global regulations (e.g., REACH, RoHS) and conduct ongoing compliance reviews.

8.保持环境信息透明：供应商应保持公开透明，根据小鹏汽车的要求，及时、准确地向其提供必要的环境数据。

Transparency

Disclose environmental data to XPENG promptly and accurately upon request.

9.碳核查：供应商应积极开展组织碳核查工作，制定碳减排目标，推动节能技改项目，并加大清洁能源的使用。供应商应积极展开产品碳足迹核算以及供应链减排工作。

Carbon Management

- Conduct organizational carbon audits and set emission reduction targets.
- Promote energy-saving retrofits and clean energy adoption.
- Perform product carbon footprint assessments and drive supply chain decarbonization.

四、负责任的矿物原材料采购

IV. Responsible Mineral Sourcing

1.遵循负责任矿物采购指南：小鹏汽车致力于负责任的采购并认为冲突矿产的采矿活动是不被接受的。供应商应依据《经济合作与发展组织受冲突影响和高风险区域矿石负责任的供应链尽职调查指南》（“经合组织指南”）开展负责任矿物采购工作，至少对冲突矿物（包括：锡、钽、钨和金，通常称为“3TG”）进行尽职调查，并要求下级供应商遵守相关规定。确保供给小鹏汽车的产品所含矿物或金属在开采、加工和交易过程中，不存在侵犯人权、违反商业道德、危害环境的情形，且其销售所得不得用于资助武装冲突。

Conflict Minerals Compliance

Suppliers shall follow the *OECD Due Diligence Guidance for Responsible Supply*

Chains of Minerals from Conflict-Affected and High-Risk Areas to ensure “3TG” minerals (tin, tantalum, tungsten, gold) and extended minerals (e.g., cobalt, lithium) do not finance conflict or violate human rights.

2.供应链透明和可追踪：小鹏汽车致力于确保冲突矿物及扩展矿物（例如：镍、钴、锂、云母、石墨、锰、钢、铝、铜等）的供应链透明和可追溯，供应商应给予充分支持和配合，具体包括：认可并遵守小鹏汽车关于关键材料的政策；提供相关产品、部件或原材料中的关键材料的追溯信息，涵盖生产过程、物流运输和上游供应商信息等；积极配合执行小鹏汽车关键材料负责任来源和可追溯性有关的程序，包括但不限于如实填写评估调查问卷和接受审核等。

Supply Chain Traceability

Provide full transparency on mineral sources, including upstream supplier details. Cooperate with XPENG’s traceability programs and audits.

3.及时通报关键材料来源信息：如果供应商确定供应给小鹏汽车的任何产品、部件或原材料中的关键材料来自经合组织指南定义的受冲突影响和高风险地区，应立即通知小鹏汽车。

High-Risk Region Reporting

Immediately notify XPENG if minerals originate from conflict-affected areas as defined by the OECD Guidance.

五、检查、评估与补救措施

V. Audits & Remediation

1.建立内部管理机制：供应商应建立健全恰当的机制，合理分配资源并安排专业人员负责本《准则》规定的日常运作。通过制定并发布自身的行为准则和相关政策、流程，确保其员工和相关人员充分了解并严格执行本《准则》的规定。

Internal Governance

Establish internal systems to implement this Code, including training and policy dissemination.

2.配合检查评估：小鹏汽车有权在事先通知的情况下，对供应商遵守本准则的情况进行检查和评估。供应商应积极配合，如实提供与检查和评估相关的各类材料。

Audit Cooperation

Suppliers shall cooperate with XPENG's audits and provide requested documentation.

3.提供补救措施：小鹏汽车期望供应商在面对可能或已受到不利影响的个人、员工或社区时，积极主动地提供合理的补救措施，并承诺不会阻碍受影响方寻求其他合法的补救渠道或程序。

Remediation

Proactively address adverse impacts on individuals or communities and allow access to legitimate grievance mechanisms.

六、修订

VI. Revisions

小鹏汽车保留根据法律法规及监管要求等变化，对本《准则》进行合理修订的权利。本《准则》更新后将及时发布于小鹏汽车 SRM 门户网站，小鹏汽车无需另行通知供应商。在此情况下，供应商应无条件接受这些变更。

XPENG reserves the right to revise this Code based on legal or regulatory changes. Updated versions will be published on XPENG's SRM portal without prior notice.

七、投诉或举报

VII. Reporting Violations

小鹏汽车鼓励所有供应商、分包商和次级供应商的员工，以及其他利益相关方通过恰当渠道对违反本准则的不当行为进行投诉或举报。

XPENG encourages employees, subcontractors, and stakeholders to report violations through appropriate channels.

投诉或举报渠道如下：

Channels for complaints or reports are as follows:

小鹏汽车内控部 举报方式：电话举报：18620614298

邮箱举报：report_xp@xiaopeng.com (如有必要，可将举报的内容同步发送至审计委员会)

audit_committee@x-peng.cn)

XPENG Internal Control Department

- **Phone:** +86 18620614298
- **Email:** report_xp@xiaopeng.com (*If necessary, copy the Audit Committee at audit_committee@x-peng.cn*)

微信举报：**WeChat:**

