

# 字节跳动商业伙伴行为准则

## ByteDance Business Partner Code of Conduct



## 1. 引言

字节跳动致力于遵守商业道德标准开展业务，寻求与那些在业务经营中坚持诚信、尊重和尽责原则的商业伙伴发展和保持业务关系。这些原则是字节跳动开展所有业务的基础。字节跳动希望我们的商业伙伴同样能够遵循这些原则，共同发展，实现共赢。

《商业伙伴行为准则》（“《准则》”）为每一位商业伙伴制定了合规和商业道德、劳动权益和人权、健康和​​安全以及环境保护等领域的标准和责任，但我们无意在此穷尽所有主题或场景。《准则》中的原则和要求无意替换、取代、变更或与任何适用的法律或监管要求以及商业伙伴对字节跳动所承担的合同义务相冲突。

## 2. 适用范围

“商业伙伴”是指为字节跳动及代表字节跳动提供任何产品或服务或开展任何活动的所有第三方（包括但不限于供应商、服务提供商、代理、供应方、顾问等）（“商业伙伴”）。

《准则》适用于所有商业伙伴，包括代表商业伙伴开展全球范围内字节跳动各子公司、分支机构及关联公司（“字节跳动”）业务相关活动的员工、董事会成员、高级职员、经理、顾问及其他第三方。商业伙伴也应鼓励与其合作的第三方遵守《准则》中的道德标准和要求。

## 3. 遵守《准则》、法律和​​商业道德业务实践

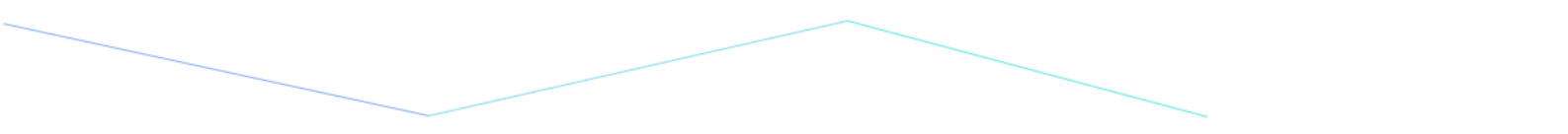
### 3.1 遵守《准则》和法律

商业伙伴在与字节跳动或代表字节跳动开展业务时必须遵守《准则》。商业伙伴必须遵守其业务经营地和货物及服务提供地所在国家、地区的所有适用法律法规。

如果当地法律比《准则》要求更低，商业伙伴必须遵守《准则》的要求；如果当地法律比《准则》要求更高，商业伙伴必须始终遵守此类法律。

### 3.2 反贿赂和腐败

字节跳动以诚实、道德的方式开展业务，对违法或不道德的任何行为零容忍，该等行为包括但不限于腐败、贿赂、舞弊、勒索、侵占、回扣等。为了建立透明、可信赖的业务关系，我们期望我们的商业伙伴遵循相同标准。



商业伙伴必须遵守其业务经营地所在国家和地区适用的反腐败法律法规、国际反腐败公约以及字节跳动相关政策和程序。商业伙伴不得为不当获得或维持业务或业务优势，直接或通过第三方间接向任何人（包括政府官员）提供、给予或者接受任何形式有价之物，包括但不限于现金、现金等价物（如礼品卡）、贷款、工作机会、礼品、餐饮、娱乐、旅行、慈善或政治捐赠和赞助等。严禁支付任何疏通费。如果商业伙伴向字节跳动的员工或代表提供任何商业礼遇，则该等礼遇应是偶尔发生的、低价值的，且是适用法律法规所允许的。

### **3.3 利益冲突**

商业伙伴必须避免任何与字节跳动之间存在任何实质或潜在的利益冲突。此处的“利益冲突”是指商业伙伴或其员工的私人利益或活动影响到或看似影响到其为字节跳动的最佳利益行事。在商业合作开始之前或在整个合作关系中，商业伙伴必须及时向字节跳动披露任何实际或潜在的利益冲突，包括商业伙伴或其员工与字节跳动员工、前员工或代表之间的关系导致或预计导致任何实际或潜在的利益冲突。同时，商业伙伴必须配合字节跳动采取有效措施，以回避或消除该等情况对双方现有或潜在的商业关系可能产生的任何影响。

### **3.4 财务诚信和会计**

商业伙伴必须保留与字节跳动所有业务往来的准确簿册和记录。该等记录必须按照适用的标准会计惯例和记录保留政策予以保存。

### **3.5 反欺诈**

商业伙伴必须确保不会直接或通过第三方间接从事、实施、鼓励、支持、纵容或以其他方式参与任何涉及以欺骗手段骗取钱财或个人利益的违法行为。该等行为包括但不限于：(1) 与字节跳动相关的非法消费者欺诈、诈骗和其他欺骗性商业行为（例如利用字节跳动平台实施的欺诈），导致任何个人或实体遭受财务或其他损失；(2) 对字节跳动实施的欺诈行为。

### **3.6 公平竞争**

商业伙伴必须遵守所有适用的反垄断和竞争法律法规，以公平和诚实方式开展业务。商业伙伴不得提议或达成任何书面或口头协议，或以其他方式合谋、串通或协调商业行为，以损害或减少竞争，包括但不限于试图固定、调整或控制价格；划分或分配客户或市场；限制服务、产品或产品线的销售；或与竞争对手协调投标过程。商业伙伴不得与任何竞争者分享信息、讨论或达成与价格、利润、成本和其他类似条款等竞争性敏感信息有关的正式或非正式协议。

### 3.7 国际贸易合规

商业伙伴必须遵守所有适用的国际贸易法律法规，以及字节跳动提供的和字节跳动上游商业伙伴规定的所有适用的合同义务，包括但不限于进出口管制、禁运、经济制裁等方面的法律法规。商业伙伴不得与任何受制裁地区和受制裁方进行可能导致下列后果的商业活动或交易：（1）导致字节跳动违反任何适用的国际贸易法律或法规；或（2）导致字节跳动违反其上游商业伙伴规定的任何适用的国际贸易合同义务。

### 3.8 反洗钱

商业伙伴不得直接或间接地为洗钱活动提供便利，即不得隐瞒或掩饰非法资金来源，并使其看似合法化。为打击洗钱和恐怖主义融资，商业伙伴应仅与参与合法商业活动并从合法来源获得资金的个人或实体开展业务。商业伙伴开展业务时必须遵守当地适用的反洗钱和反恐融资法律，并确保具有防止违反该等法律的适当合规项目。

### 3.9 禁止内部交易

商业伙伴必须确保在与字节跳动往来中获悉的任何重要非公开信息（“**内部信息**”）不被用于该商业伙伴、其员工或其他人员的个人利益。商业伙伴也不得向其他人（包括家庭成员）披露内部信息或根据这些信息就是否交易或投资提出任何建议。

确定信息是否“重要”需要考虑所有相关事实和情况。一般而言，“重要非公开信息”是指一个合理的投资者在进行交易时可能认为重要的，且之前没有向公众披露或公众从其他渠道无法获得的任何信息。

### 3.10 知识产权

商业伙伴必须采取适当的措施以保护、且不得侵犯字节跳动及其用户的知识产权，包括但不限于商业秘密、专有技术、专利、著作权、商标以及源代码，并应立即将任何可能或正在侵犯该等权利的情形告知字节跳动。

### 3.11 信息安全和数据保护

商业伙伴必须遵守其和字节跳动各自业务经营所在国家和地区适用的网络安全、隐私和数据保护法律法规，并坚持有关网络安全和数据安全的标准。

商业伙伴必须严格遵守与字节跳动签订的所有保密协议和其他有关信息保密的协议，保护所接触到的保密信息。商业伙伴在其与字节跳动进行业务往来的过程中获悉的所有非公开信息应当被视为保密信息，该等信息包括但不限于字节跳动的商业信息、知识产权、产品策略、专有数据、财务信息、战略计划、组织架构、技术或管理规则、谈判信息、用户和客户信息、员工信息等，也包括字节跳动根据任何法律规定或合同义务承诺不对外公开的第三方的保密信息（“**保密信息**”）。商业伙伴仅可按照取得该等保密信息时获得的授权和目的使用该等保密信息。

如果发生或可能发生任何涉及保密信息的事件（包括但不限于未按照有关约定或法律规定储存保密信息、未经授权披露或不当使用保密信息、储存保密信息的资产或个人设备丢失或被盗），请按照第 7.3 条立即告知我们。

### 3.12 平台运营和产品安全

商业伙伴必须遵守适有关平台运营和产品安全的适用法律法规。在遵守所有相关和适用的产品标准和规范的前提下，商业伙伴必须保证其提供的产品和服务的安全性。

## 4. 劳动权益和人权





商业伙伴应根据有关劳动和就业的适用法律法规以及《准则》的标准对待其员工，给予其最大程度的尊严和尊重。

#### **4.1 不使用童工**

商业伙伴不得使用童工，并应制定程序，核实及确保不雇用任何童工。“儿童”指低于工作地所在国家、地区适用的法律规定的最低就业年龄的任何人。未满 18 岁的工人（在当地法律允许其受雇的情况下）不得从事危险性工作。

#### **4.2 不存在强迫和强制劳动、现代奴役或贩卖人口情形**

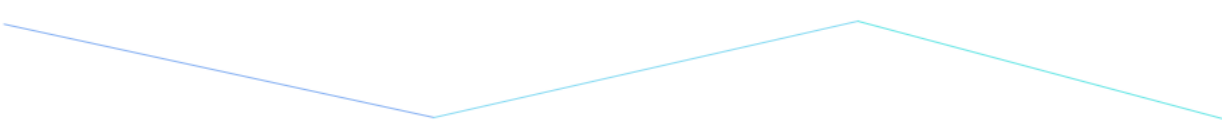
商业伙伴仅可使用自愿劳工，不得在其组织内或供应链中使用或允许任何形式的现代奴役、人口贩运或强制劳动（包括强迫、抵债等非自愿劳动）。商业伙伴不得限制员工的行动自由，并允许其根据当地法律终止劳动关系。商业伙伴必须确保其管理层理解反对强迫和强制劳动、现代奴役及人口贩运的承诺，并确保其员工享有受相关法律法规以及详细易懂的雇用合同所保护的所有权利。

#### **4.3 多样、包容及不歧视**

商业伙伴必须致力于维护员工权利，在与工作相关的环境中给予员工以尊严和尊重。商业伙伴应在其力所能及范围内促进多元兼容，制定公平的招聘、培训和晋升制度。

商业伙伴必须保证工作场所不存在任何形式的歧视或骚扰（包括但不限于基于种族、肤色、年龄、性别、宗教、民族或族裔出身、婚姻状况、性取向、性别认同或表达、残疾、妊娠或任何其他受适用法律法规保护的特征的歧视或骚扰）。商业伙伴不得容忍具有性意味、胁迫、威胁、虐待或剥削性质的行为，包括但不限于手势、语言和身体接触。

#### **4.4 自由结社和集体谈判**



我们希望商业伙伴承认并尊重员工自由自愿地建立或加入符合法律规定并依法登记的社会团体的权利，在遵守当地法律的前提下，不受任何非法限制。商业伙伴还应允许其员工通过工会或职工代表大会，在制定、修订直接涉及劳动者切身利益的规章制度或者签订集体合同等重大事项时，与单位平等协商。

## **4.5 工作时间、工资和福利**

商业伙伴必须确保员工的工作时间不超过员工工作地的当地法律法规规定的最长工作时间，必须向员工支付适用的法律法规要求的最低工资和所有法定福利。除了支付正常工作时间的工资外，还必须根据适用的当地法律对员工加班时间支付加班工资。

# **5. 健康和安**

商业伙伴必须致力于提供一个安全、健康的工作环境，努力实现健康和安的高标准，不断改善工作条件。

## **5.1 安全的工作环境**

商业伙伴必须确保遵守适用的法律法规和国际公认标准，提供健康安全的工作环境。商业伙伴必须尽最大努力识别和评估可能存在的职业健康和安风险，并采取必要的措施预防、控制、降低或消除该等风险。

## **5.2 健康和安沟通**

商业伙伴必须确保员工接受充分和定期的健康和安培训和教育。商业伙伴必须酌情向所需各方提供与健康和安全有关的信息，包括展示任何法律要求的通知或标识。

## **5.3 事故报告**

商业伙伴应制定预防、管理、跟踪和报告职业伤害和疾病的内部程序。商业伙伴还应制定旨在鼓励员工报告并实施纠正行动的相关规定。此纠正行动计划应降低风险，提供必要的医疗，并协助员工重返工作岗位。

## 5.4 突发事件准备和反应

商业伙伴应识别和评估潜在的突发情况。对于每一种情形，商业伙伴应制定和实施应急计划和响应程序，以尽量减少对生命、环境和财产的伤害。

# 6. 保护环境

商业伙伴必须遵守所有适用的环境法律法规和标准。我们希望商业伙伴能够识别和管理气候变化带来的风险与机遇，高效并负责任地利用自然资源，最大限度地降低对环境的影响，并持续监控其环境绩效。

## 6.1 环保许可和报告

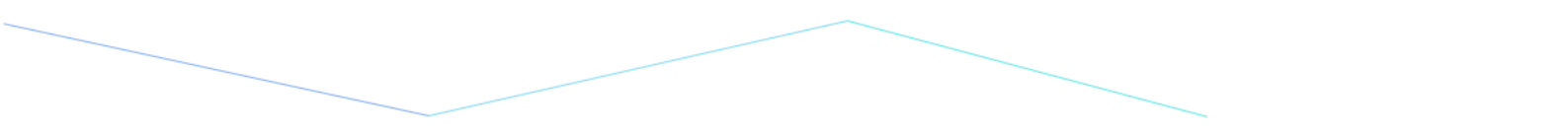
商业伙伴必须取得、更新所有必要的环保许可，遵守所有适用的许可和当地法律法规中关于环保报告的要求。

## 6.2 处理危险材料和废物

字节跳动致力于改善业务实践，为社区作出积极贡献。产生任何类型的废物或排放物的商业伙伴应根据适用的法律法规，识别、监控和负责任地处理该等废物或排放物之后再行进行排放或处置。在处理被归类为对环境有害的危险材料和产品时，商业伙伴必须确保该等材料和产品得到安全的处理、运输、储存、回收或处置。

## 6.3 预防污染和减少资源消耗

商业伙伴必须尽其所能，从源头上或通过增加污染控制设备、改进生产、维护和设施流程等做法，尽量减少或消除污染物的排放以及废物的产生。我们鼓励商业伙伴应通过改进生产、维护和设施流程、材料替代、回收再利用或其他方式保护自然资源，包括水、化石燃料、矿物和原始森林产品等，提升使用效率。





## 7. 实施和监督

### 7.1 审计和评估

《准则》构成字节跳动与商业伙伴之间协议的一部分。如果商业伙伴的行为不合法或违反《准则》，其与字节跳动的业务关系可能会被终止。

商业伙伴必须保留合理必要的文件记录，以证明符合《准则》的要求。如适用法律允许或在协议约定的情况下，字节跳动保留审计和核实商业伙伴对《准则》遵守情况的权利。此类审计可由字节跳动或通过为此目的而指定的第三方实施。审计的程序和安排将事先与商业伙伴商定。

### 7.2 沟通

商业伙伴必须采取适当措施，将《准则》设立的期望和要求传达给所有员工、董事会成员、高级职员、经理、代理人、分包商或代表其开展与字节跳动业务相关活动的其他第三方。

### 7.3 反馈和发声

《准则》旨在作为商业伙伴践行商业道德的指南。坦诚沟通将有助于我们一同以诚信、尊重和尽责的态度开展业务，并积极主动地处理和解决问题。

我们鼓励商业伙伴通过以下渠道对违反商业道德、非法或潜在违反《准则》的行为提出关切，不必担心遭到打击报复。

反馈邮箱：[ethics@bytedance.com](mailto:ethics@bytedance.com)

反馈平台：<https://compliance.bytedance.com/report/home>

字节跳动将确保以保密、敏感和紧急的方式处理商业伙伴提出的关切。



# ByteDance Business Partner Code of Conduct

## 1. Introduction

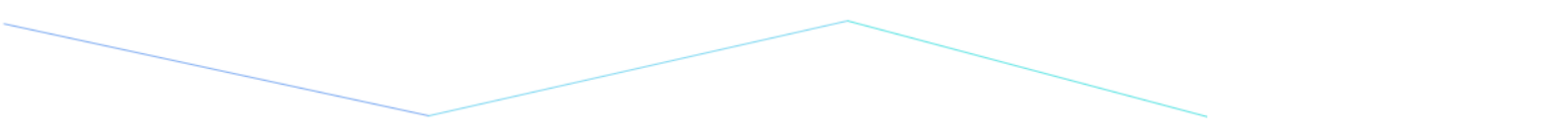
ByteDance is committed to conducting business in accordance with ethical standards and seeks to develop and maintain business relationships with Business Partners who are committed to upholding the overarching principles of integrity, respect, and responsibility in conducting their business. These principles are fundamental to every aspect of ByteDance's business. ByteDance expects our Business Partners to take the same approach in order for us to succeed together.

This Business Partner Code of Conduct ("**Code**") sets detailed standards and responsibilities for each Business Partner in the areas of compliance, business ethics, labor and human rights, health and safety, and environment. Nonetheless, this Code is not intended to be all-inclusive or to address every situation. Furthermore, the principles and requirements in this Code are not intended to replace, supersede, change, or conflict with any applicable legal or regulatory requirements or a Business Partner's contractual obligations with ByteDance.

## 2. Applicability

"Business Partner" in this Code refers to all third parties, including but not limited to suppliers, service providers, agents, vendors, and consultants who provide any kind of products or services or undertake any activity for or on behalf of ByteDance ("**Business Partner**").

This Code applies to all Business Partners and their employees at all levels, including but not limited to board members, officers, managers, consultants, and other third parties who act on behalf of or represent the Business Partner in conducting any activities in



connection with the business of the ByteDance Group entities, its affiliates, and subsidiaries ("**ByteDance**"). Business Partners should also encourage third parties they work with to comply with the ethical standards and requirements contained in this Code.

### 3. Compliance with the Code, Laws, and Ethical Business Practices

#### 3.1 Compliance with the Code and Laws

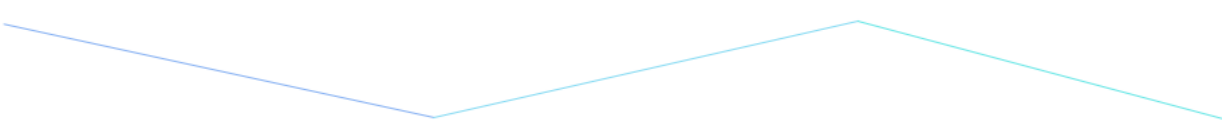
Business Partners must adhere to this Code while conducting business with or on behalf of ByteDance. Business Partners must comply with all applicable laws and regulations of the countries in which they operate and render goods and services.

Where local laws are less restrictive than this Code, a Business Partner must comply with the Code, even if it would otherwise be legal. On the other hand, if local laws are more restrictive than the Code, the Business Partner must always, at a minimum, comply with those laws.

#### 3.2 Anti-Bribery and Anti-Corruption

ByteDance conducts business honestly and ethically and has zero tolerance for unlawful or unethical conduct in any form. This includes but is not limited to corruption, bribery, fraud, extortion, embezzlement, or kickbacks. To foster transparent and trustworthy business relationships, Business Partners must abide by these same standards.

Business Partners must abide by all applicable anti-corruption laws and regulations of the countries in which they operate, international anti-corruption conventions, and ByteDance's relevant policies and procedures. Business Partners must not, directly or indirectly through any third party, offer, give, or accept anything of value—including but not limited to cash, cash equivalents (such as gift cards), loans, job opportunities, gifts, meals, entertainment, travel, charitable or political donations, and sponsorships



- to or from anyone (including government officials) to improperly obtain or retain business or any business advantage; facilitation payments are strictly prohibited. If Business Partners extend any business courtesies to ByteDance's employees or representatives, it should be infrequent, of low value, and permissible under the applicable laws and regulations.

### **3.3 Conflict of Interest**

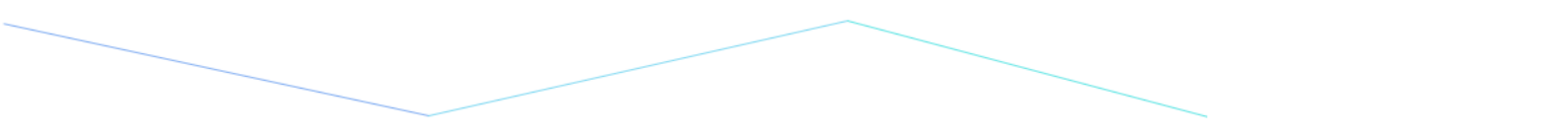
Business Partners must avoid any actual or potential conflict of interest with ByteDance. A "conflict of interest" means a personal interest or activity of a Business Partner or its employees that affects or appears to affect its ability to act in the best interests of ByteDance. Before the commencement of, or throughout the business relationship, Business Partners must promptly disclose to ByteDance any actual or potential conflicts of interest, including those that arise or are anticipated to arise from the relationship between the Business Partner or its employees and ByteDance, its employees, former employees, or representatives. Business Partners must cooperate with ByteDance to take effective measures to avoid or eliminate any possible impact of such circumstances on the existing or proposed commercial relationship between the parties.

### **3.4 Financial Integrity and Accounting**

Business Partners must keep accurate books and records of all business dealings with ByteDance. These records must be kept in compliance with applicable standard accounting practices and record retention policies.

### **3.5 Anti-Fraud**

Business Partners must ensure that they do not directly or indirectly (including through third parties) engage in, perpetrate, encourage, support, condone, or otherwise participate in any activity that involves the use of deception for monetary or personal gain in a manner that is prohibited by law or regulation. Such activities include but are not limited to: (i) unlawful consumer frauds, scams, and other



deceptive business practices related to ByteDance (e.g., frauds perpetrated via ByteDance platforms), that cause any individual or entity to suffer financial or other losses; and (ii) frauds perpetrated on ByteDance itself.

### **3.6 Fair Competition**

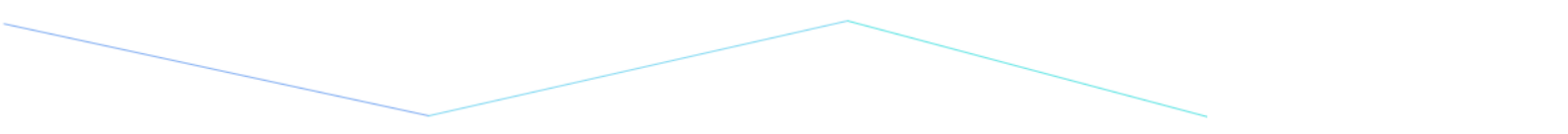
Business Partners must comply with all applicable antitrust and competition laws and regulations around the world, winning business through fair and honest means. Business Partners shall not propose or enter into any agreement (written or oral) or otherwise conspire, collude or coordinate business conduct in a manner that harms or reduces competition, including but not limited to attempting to fix, adjust or control prices; dividing or allocating customers or markets; limiting the sale of services, products or product lines; or coordinating with competitors on the bidding process. Business Partners shall not share information or discuss or enter into formal or informal agreements with any competitor relating to competitively sensitive information such as price, profit, costs, and other similar terms.

### **3.7 International Trade Compliance**

Business Partners are required to comply with all applicable international trade laws and regulations as well as all applicable contractual obligations provided by ByteDance and imposed by ByteDance's upstream Business Partners, including but not limited to those on import and export controls, trade embargoes, and economic sanctions. Business Partners must not engage in business activities or other dealings with sanctioned regions and parties that may cause ByteDance to violate (1) any applicable international trade laws or regulations; or (2) any applicable international trade contractual obligations imposed by ByteDance's upstream Business Partners.

### **3.8 Anti-Money Laundering**

Business Partners must ensure they do not directly or indirectly facilitate any act designed to conceal or disguise the true source of funds derived from illicit activity so



that such funds appear to have been derived from legitimate sources. Business Partners must only conduct business with persons or entities who are involved in legitimate business activities and whose funds are derived from legitimate sources, in order to combat money laundering and terrorist financing. Business Partners must conduct business in accordance with all applicable anti-money laundering and anti-terrorism financing laws in the jurisdictions in which it does business, and must ensure that it maintains an appropriate compliance program in order to prevent violations of such laws.

### **3.9 Insider Trading**

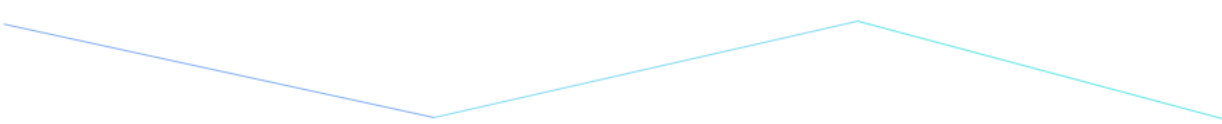
Business Partners must ensure that any material non-public information obtained as a consequence of a business relationship with ByteDance ("**Insider Information**") is not used for the personal benefit of such Business Partners, their employees, or other persons. Business Partners must also not disclose Insider Information to other persons or entities or make any recommendation about whether to trade or invest based on such information.

Determining whether information is "material" requires consideration of all relevant facts and circumstances. In general, "material non-public information" refers to information that would likely be considered important by a reasonable investor in conducting a trade and that has not been previously disclosed to the general public and is otherwise not available to the general public.

### **3.10 Intellectual Property**

Business Partners must take appropriate measures to safeguard and not infringe upon the intellectual property rights of ByteDance and its users, including but not limited to trade secrets, know-hows, patents, copyrights, trademarks, and source codes. Additionally, Business Partners should immediately inform ByteDance of any potential or existing infringement of such rights.

### **3.11 Information Security and Data Protection**





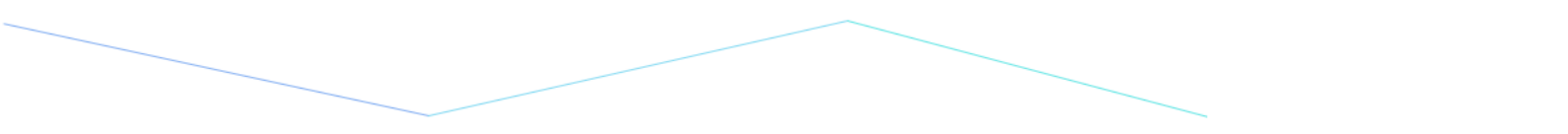
Business Partners must comply with all applicable laws and regulations on cybersecurity, privacy, and data protection, as well as uphold the standards of cybersecurity and data security in their respective countries of operation and the countries or regions where ByteDance operates.

Business Partners must strictly abide by all non-disclosure agreements and other agreements regarding the confidentiality of information and must protect the confidential information that they have access to. All non-public information that Business Partners get access to during their business dealings with ByteDance must be treated as confidential, including but not limited to ByteDance's business information, intellectual property rights, product strategy, proprietary data, financial information, strategic plans, organizational structure, technical or management rules, negotiation information, user/customer information, employee information, and third-party confidential information that ByteDance is under any statutory or contractual obligation to not disclose to the public ("**Confidential Information**"). Business Partners must only use Confidential Information as authorized and for the purpose for which it was provided.

If any incident occurs or is likely to occur involving Confidential Information (including but not limited to the failure to secure Confidential Information in accordance with relevant agreements or legal requirements, unauthorized disclosure or improper use of Confidential Information, or assets or personal devices containing Confidential Information becoming lost or stolen), it must be reported immediately pursuant to Section 7.3.

### **3.12 Platform Operation and Product Safety**

Business Partners must comply with the applicable laws and regulations on platform operation and product safety. The safety of products and services provided by



Business Partners must be guaranteed, while complying with all relevant and applicable product standards and specifications.

## 4. Labor and Human Rights

Business Partners are expected to treat their employees with the utmost dignity and respect, and in accordance with applicable labor and employment laws, regulations, and the standards set forth in this Code.

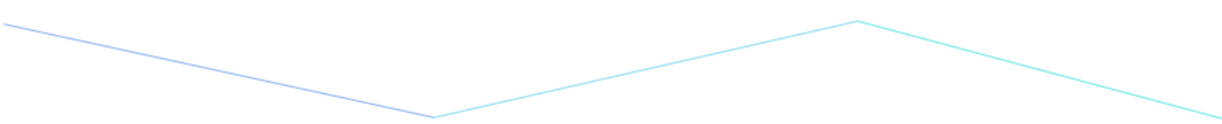
### 4.1 No Child Labor

Business Partners must not use child labor and should have procedures in place to verify and ensure that no child labor is used. "Child" refers to any person below the minimum age for employment under the applicable laws of the country where the work is to be performed. Workers under the age of 18 years (where local laws permit them to work) must not perform work which is hazardous in nature.

### 4.2 No Forced or Compulsory Labor, Modern Slavery, or Human Trafficking

Business Partners must only use voluntary labor and must not engage in any form of modern slavery or human trafficking, or use any type of forced, bonded, involuntary, or prison labor within their organizations or supply chains. Business Partners must not restrict workers' freedom of movement and allow workers to terminate employment in accordance with local laws. Business Partners must ensure that their management understands such a commitment against forced and compulsory labor, modern slavery, and human trafficking, and must ensure that they provide their employees with access to all rights protected by applicable laws and regulations as well as detailed employment contracts stating terms and conditions of service which are easily understood by them.

### 4.3 Diversity, Inclusion, and Non-Discrimination



Business Partners must be committed to upholding the rights of all their employees and treating them with dignity and respect in settings associated with work. Business Partners must also promote diversity and inclusion at their workplaces and must have fair recruitment, training, and promotion policies.

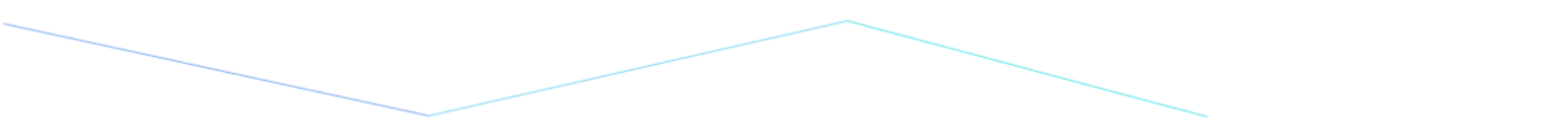
Business Partners must commit to a workplace free of any form of discrimination or any form of harassment (including but not limited to discrimination or harassment on the grounds of race, color, age, sex, religion, national or ethnic origin, marital status, sexual orientation, gender identity or expression, disability, pregnancy, or any other characteristics protected by applicable laws and regulations). In particular, Business Partners must not tolerate behavior—including but not limited to gestures, language, and physical contact—that is sexual, coercive, threatening, abusive, or exploitative in nature.

#### **4.4 Freedom of Association and Collective Bargaining**

Business Partners are expected to recognize and respect the right of employees to freely and voluntarily establish and join unions or associations of their choice (or refrain from doing so), without any restrictions or consequences subject to compliance with local laws. Business Partners are also expected to allow their employees to collectively discuss and negotiate with management their grievances in relation to terms and conditions of work.

#### **4.5 Working Hours, Wages, and Benefits**

Business Partners must ensure that the working hours of their employees do not exceed the maximum hours mandated by local laws and regulations where the employees work. The employees must be paid minimum wages and all legally mandated benefits as required by applicable laws and regulations. In addition to payment for regular hours of work, employees must be paid overtime for the extra hours worked by them in compliance with the applicable local laws.



## 5. Health and Safety

Business Partners must commit to creating a healthy and safe work environment and strive for high standards of health and safety for the continuous improvement of working conditions.

### 5.1 Safe Working Environment

Business Partners must provide a healthy and safe working environment by ensuring compliance with applicable laws and regulations as well as internationally recognized standards. Business Partners must do their utmost to identify and assess possible occupational health and safety risks and take the necessary measures to prevent, control, reduce, or eliminate such risks.

### 5.2 Health and Safety Communication

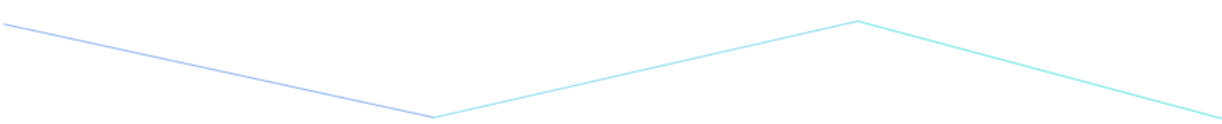
Business Partners must ensure that employees receive adequate and regular health and safety training and education. Health and safety-related information must be made available as appropriate to the required parties, including the display of any legally required notices or signs.

### 5.3 Incident Reporting

Business Partners should have internal procedures in place to prevent, manage, track, and report occupational injury and illness. Business Partners should also include provisions to encourage employee reporting and implementation of corrective action. Business Partners' corrective action plans should mitigate risks, provide necessary medical treatment, and facilitate employees' return to work.

### 5.4 Emergency Preparedness and Response

Business Partners should identify and assess potential emergency situations. For each situation, Business Partners should develop and implement emergency plans and response procedures that will minimize harm to life, environment, and property.



## 6. Protection of the Environment

Business Partners must comply with all applicable environmental laws, regulations, and standards. We expect our Business Partners to identify and manage the risks and opportunities presented by climate change, use natural resources efficiently and responsibly, minimize their environmental impact, and continually monitor their environmental performance.

### 6.1 Environmental Permits and Reporting

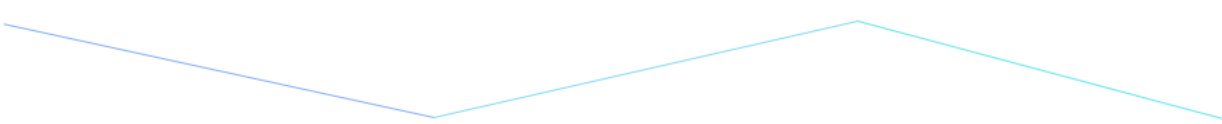
Business Partners must obtain, keep current, and comply with all required environmental permits and comply with the reporting requirements of applicable permits and regulations.

### 6.2 Hazardous Material and Waste

ByteDance is committed to improving business practices to make a positive contribution to our communities. Business Partners producing any kind of waste or emissions must characterize, monitor, control, and treat such waste or emissions prior to discharge or disposal in accordance with applicable laws and regulations. When handling materials and products that are classified as hazardous to the environment, Business Partners must ensure that such materials and products are handled, transported, stored, recycled, or disposed of safely.

### 6.3 Pollution Prevention and Resource Reduction

Business Partners must, to the best of their abilities, minimize or eliminate emissions and discharges of pollutants and generation of waste either at the source or by practices such as adding pollution control equipment; improving production, maintenance, and facility processes; or by other means. The use of natural resources,



including water, fossil fuels, minerals, and virgin forest products, is to be conserved by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling, or other means.

## 7. Implementation and Monitoring

### 7.1 Audits and Assessment

This Code forms part of the agreement with our Business Partners. Business Partners that behave in a manner that is unlawful or inconsistent with this Code risk termination of their business relationship with ByteDance.

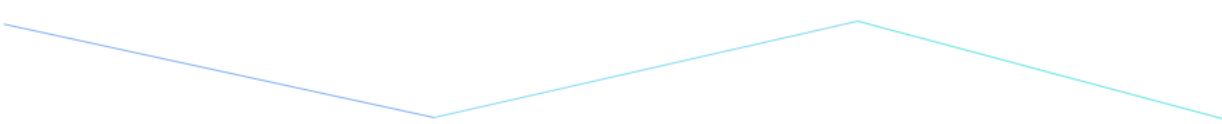
Business Partners must maintain documentation reasonably necessary to demonstrate their compliance with this Code. ByteDance reserves the right to audit and verify Business Partners' compliance with this Code, as applicable and permitted by law or where specified in agreements. Such audits can be performed by ByteDance itself or through third parties appointed for that purpose. The procedures and arrangements for the audits will be agreed upon in advance with Business Partners.

### 7.2 Communication

Business Partners must take appropriate steps to communicate the expectations and requirements within this Code to all employees, board members, officers, managers, agents, subcontractors, or other third parties acting on their behalf in conducting any activities in connection with ByteDance's business.

### 7.3 Reporting and Speak Up

This Code serves as a guide to ethical Business Partner conduct. Voicing concerns helps us all do business with integrity, respect, and responsibility, and proactively address problems or issues.





Business Partners are encouraged to raise concerns about unethical practices, illegal conduct, or potential violations of this Code through the following channels, without fear of retaliation.

- Email: [ethics@bytedance.com](mailto:ethics@bytedance.com)

- Speak Up Hotline: <https://compliance.bytedance.com/report/home>

ByteDance will ensure that concerns raised will be handled confidentially, with sensitivity and urgency.