

# WiN = WiN fair ■ stone



**Safety and Health 安全与健康**



**Human and Labour Rights  
人权与劳动权**



**Environment 环境**



**Management System 管理体系**

## **International Standard for the Natural Stone Industry 天然石材行业国际标准**



## Fair Stone Handbook 公平石材手册

# International Standard for the Natural Stone Industry 天然石材行业的国际标准

Draft for Discussion with Stakeholders

与参与方讨论的草稿

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Schuhstraße 4  
D-73230 Kirchheim/Teck

## Fair Stone Standard 公平石材标准

### Introduction 引言

Fair Stone is an international social and environmental standard for the natural stone industry. Its main objective is to assure decent labour and working conditions within global production networks in emerging markets. At the same time Fair Stone is a trade mark, a label that can be used for marketing purposes by our partners and thereby contribute to a sustainable and fair global trade in the natural stone industry.

“公平石材”是天然石材行业国际社会和环境的一个标准。其主要目标是确保新兴市场在全球性生产网络内有体面的劳动及工作条件。同时“公平石材”是一个商标，作为我们合作伙伴市场营销用途的一个标签，以此促进天然石材行业的可持续性及其公平的全球性贸易。

“Fair Stone Suppliers” are quarries and factories in Asia, Latin America and Africa. They take actively part in the process of improving their own social and environmental conditions. The criteria for the standard of quarries are shown in Part I. The criteria for the standard of factories are shown in Part II of this document.

“公平石材供应商”是指在亚洲、拉丁美洲及非洲的矿山和工厂。他们是积极改善社会和环境标准进程的主体。该文件第一部分为矿山标准的基准，第二部分为工厂标准的基准。

“Fair Stone Partners” are international traders, exporters and importers which use the label Fair Stone for their marketing. These partners are primarily responsible for the implementation of the standard at their suppliers' working premises. At the same time our partners have to safeguard transparency and credibility of their supply chain. The criteria for the supply chain of the Fair Stone Standard are shown in Part III of this document.

“公平石材合作伙伴”是指在营销过程中使用公平石材标签的国际贸易商、出口商及进口商。这些合作伙伴主要负责各自的供应商工作场所标准的执行。同时，合作伙伴必须维护各自的供应链的透明性及可信性。该文件第三部份为公平石材标准供应链的基准。

“Associate Fair Stone Partners” are retailers, stone masons and other commercial clients of the partners who intend to support the Fair Stone program and which strengthen their marketing by benefiting from the Fair Stone label. Associated Partners assume no responsibility for their supply chain. They have a participatory role. The criteria for Associated Partners are shown in Part IV of this document.

“公平石材关联的合作伙伴”是指零售商、石匠及有意支持公平石材项目的合作伙伴的其他商业客户，并通过公平石材标签加强其营销能力从中获利。关联合作伙伴不对其供应链负责，仅是参与的角色。该文件第四部分为关联合作伙伴的基准。

WiN=WiN's role is to coordinate, support and monitor the implementation process whereas international certification bodies carry out the final audit and certification against the Fair Stone Standard. See Part V of this document.

WiN=WiN 的作用是协调，支持及监督标准实施进程，而国际认证机构对公平石材标准进行最后审核和认证，见该文件第五部分。

### Summary of Regulations 规则概要:

Partners (importers/exporters) which intend to qualify their suppliers and supply chain for Fair Stone have to pay an entry fee. As soon as they submit a signed copy of the agreement of one or several of their suppliers stating that the supplier (a) practises no child labour nor (b) bonded labour and (c) commits to improve working conditions in the premises then traders and their suppliers become Fair Stone Partners. An annual fee has to be paid to finance comprehensive services of Fair Stone including advice, training, marketing and monitoring.

有意使其供应商及供应链符合公平石材要求的合作伙伴（进口商/出口商）应支付报名费。一提交一个或多个供应商签署的协议，该协议需声明供应商（1）无剥削性雇佣童工、（2）无抵债劳工并（3）承诺改善其工作条件，在此前提下交易方及其供应商方可成为公平石材合作伙伴。须缴纳年费，用于支付公平石材的综合性服务包括咨询、培训、营销以及监督。

It lies within the sole responsibility of suppliers and traders to implement the Fair Stone Standard in their supply chain. An agreement of cooperation is signed and a generous timeframe of 36 months is given to implement the Fair Stone Standard. In a Step by Step Documentation WiN=WiN gets regularly reports about the implementation process. Partners are required to employ the tracking software Tracing Fair Stone to ensure traceability of each consignment along the supply chain. After these three years suppliers are subject to independent auditing and certification. If they do not meet the standard a re-auditing is possible during the forth year before revocation of the Fair Stone Certificate.

供应商和贸易商应独立负责在其供应链中实施公平石材标准。签署合作协议并给予为期 36 个月的时间框架来执行公平石材标准。在“步进式报告文件”中 WiN=WiN 得到关于执行进程的定期报告。合作伙伴必须使用公平石材跟踪软件使供应链上的每批货具有可追溯性。三年期满后，供应商接受独立审核和认证。如达不到标准，可在其公平石材证书撤消之前的第四年期间进行一次重新审核。

Fair Stone Partners are allowed to use the Fair Stone label for marketing purposes.

允许公平石材合作伙伴使用公平石材标签作为营销意图。

Associated Fair Stone Partners may use the Fair Stone label for their marketing after signing the licence agreement.

公平石材关联合作伙伴可在签署许可协议后使用公平石材标签。

## Part I: Fair Stone Social Standard for Quarries

### 第一部分：采石场(矿山)的公平石材社会标准

#### 1. Pre-Condition 前提条件

To join Fair Stone and become a Partner you simply have to submit the following commitments from your suppliers, quarries and/or factories (at least from one of them):

欲加入公平石材，合作伙伴的供应商、采石场和/或工厂（至少其中一者）应做出如下承诺：

#### Prohibition of Exploitive Child Labour 禁止剥削性雇用童工

The company does not make use of child labour (ILO Convention 182). The minimum age for admission to employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (ILO Convention 138). Children in the age of 15-18 years shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals.

公司无雇佣童工。允许雇佣的最低年龄不得小于完成义务教育的年龄（国际劳工组织公约第 182 号），在任何情况下，不得雇佣 15 岁以下童工（国际劳工组织公约第 138 号）。15-18 岁儿童不得从事其性质或是在其工作环境可能损害他们的健康、安全或道德的工作。

### **Prohibition of Forced Labour 禁止强迫劳动**

The company does not make use of forced, including bonded labour (ILO Convention 29 & 105). Employment is freely chosen.

公司不得使用强迫性劳工，包括抵债劳工（国际劳工组织公约第 29 号及第 105 号）。

应自由选择就业。

The company does not withhold identity documents, part of personnel's salary, benefits. The company does not use corporal punishment, mental or physical coercion and verbal abuse to force employees to work or stay with the company. Employees are free to leave the employer after reasonable notice.

公司不得扣留身份证件、人员部分工资或福利。公司不得以体罚、身心强迫及言语辱骂来强迫雇员工作或继续效力于公司。在合理通知后，雇员有权自由离开雇主。

### **Improvement of Working Conditions 工作条件的改善**

The management shall commit itself in writing to improve the working conditions in its quarries to a timeframe agreed upon with Fair Stone.

管理层应根据与公平石材达成一致的时间框架书面承诺改善其采石场的工作条件。

## **2. Organisation of Standard Implementation 标准执行的组织**

Stone quarries are dangerous work places demanding particular attention from managers and staff. An appropriate management system covering the areas safety and health, labour rights and environment is necessary for the process of improving working conditions in the quarry. All you need is trained human resources, minor investments, instruction guidelines and proper documentation to initiate and monitor the process of Fair Stone implementation.

石矿场是危险的工作场所，要求经理人及员工高度注意。一套恰当的涵盖安全与健康、劳工权利和环境的管理体系对于改善采石场的工作条件是必要的。仅需经培训的人力资源、较少的投资、指导方针及适当的文件来启动和监控公平石材执行过程。

- 2.1 A Quarry Management Plan is required delivering information on the quarry site, infrastructure, scope of exploitation, the quarry management and the responsibilities for implementing the standard.

应提交一份包括采石场地址、基础设施、开采范围、采石场管理层和执行标准职责的矿山管理计划书。

- 2.2 An organization chart must be available that shows for each work area, i.e. Fair Stone, OSH<sup>1</sup>, labour rights and environment the key personnel and their responsibilities.

必须有一份显示各个工作区域如：公平石材、职业安全与健康、劳工权利和环境的关键人员及其职责的组织图。

- 2.3 Responsible persons for each work area shall give advice to the employer in all matters concerning their respective area. They must be trained and educated for their duties.

各区域负责人应向雇主或负责人提出关于各自区域内所有事务的建议。对于他们各自的职责应经过培训和教育。

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<sup>1</sup> OSH = Occupational Safety and Health OSH=职业安全与健康

- 2.4 Employer shall undertake pre-employment medicals to ensure that the person is fit for the duties they will be required to perform. All health surveillance should be conducted professionally by competent persons.  
用人单位应当承担就业前体检，以确保该人员是否适合履行其职责。所有健康监护应由专业资格人士引导。
- 2.5 Persons responsible for keeping the premises clean shall be nominated for all relevant parts of the quarry.  
应在采石场所有相关区域指定负责清洁经营场地的人员。
- 2.6 The employer shall formulate an OSH-Policy for the prevention of work-related injuries and occupational diseases for his enterprise. The OSH-Policy must be communicated to all employees.  
用人单位应成立一项职业安全与健康政策（OSH）预防其企业因工受伤和职业病事故。全体员工应知晓职业安全与健康政策。
- 2.7 Where risks exist they must be marked with appropriate safety signs. Such signs (e.g. emergency exit signs, caution signs, warning signs, etc.) must be placed at appropriate points. Workers must be informed of the measures to be taken and must be given appropriate training.  
凡存在危险的地方须标注相应的安全标志。这些标志应置于合理的地点（如紧急出口标志，警示标志，警告标志等）。工人必须被告知采取相关措施且必须给予适当的培训。
- 2.8 Install a suggestion box, where workers can submit suggestions and complaints anonymously concerning all areas of this standard.  
设立意见箱，以便员工就该标准所涉及的各方面提交建议或匿名投诉。

### **Occupational Safety and Health (OSH) 职业安全与健康 ( OSH )**

The management of the quarry shall provide a safe and healthy workplace environment and shall take effective steps to prevent work-related accidents, occupational hazards and injury to workers' health. Major risks in quarries are falling rocks, overburdens, accidental detonations before, during and after blasting, removal and transport of rock piles, accidents with drilling equipment, heavy machinery and trucks or other movable equipment. (cf. ILO Convention 155)

采石场管理层应提供一个安全健康的工作环境，并采取有效措施防止工作过程中发生事故，职业危险及对员工健康的伤害。采石场主要危险有落石、超负荷，引爆前、引爆时或引爆后的意外爆炸，堆叠石块的运输和移动、钻孔设备、重机械、卡车或其它移动设备造成的事故。

### **3. Risk Assessment 风险评估**

- 3.1 A systematic analysis of all risks and major hazards that may occur in the quarry is required. The risks associated with your particular operation and the methods of reducing those risks, should be revealed during your risk assessment.  
必须系统分析可能发生在采石场的所有风险和主要危险。与特殊操作相关联的风险和减少这些风险的方法应在风险评估时披露。
- Identify the hazards of (a) excavation, (b) waste dumps, (c) machinery, (d) handmade drilling and blasting  
识别 1 ) 挖掘，2 ) 废料堆，3 ) 机器，4 ) 手工钻及爆破的危害。
  - Decide who might be harmed and how  
断定谁将可能受到伤害及受到如何危害
  - Evaluate the risks and decide on precautions

评估风险并选定预防措施

- Record your findings and implement them  
记录您的调查结果并对其执行
- Review your assessment and update if necessary  
复查您的风险评估，如有必要并对其进行更新

3.2 If necessary, measurements shall be done in order to clarify the potential hazards to worker's health, the level of exposure and the exposed workers (e.g. dust and noise measurements).  
如有必要，为掌握对工人健康存在的潜在危险、接触危险的程度及接触的工人，须进行相关测量（如灰尘和噪音测量）

3.3 The employer shall take all necessary measures (technical, organisational, personal) to control risks and hazards.  
用人单位须采取一切必要措施（技术、组织、个人）以控制风险以及危害。

3.4 The employer has to update the risk assessment once a year or after essential changes (e.g. investments in new technology, new substances, new construction).  
用人单位每年或在发生本质改变后（如在新技术、新物质、新建造上的投资）必须更新风险评估记录。

#### 4. Training and Instruction 培训和指导

4.1 Regular training of managers and master craftsmen on general duties, OSH-principles, individual responsibilities, social competence and motivation techniques is required.  
必须对管理层及主要工匠就一般职责、职业安全与健康原则、个人职责、适应社会的能力和激励技术进行定期培训。

4.2 Each new worker shall receive initial training. This training shall include health and safety aspects (i.e. use of PPE<sup>2</sup>), safe operating procedures and practices for work tasks, safe handling of equipment and machinery.  
每个新进员工应接受岗前培训。培训应包括健康和安全方面的问题（如：使用个人防护装备），工作任务的安全操作程序和实践，设备和机械的安全操作。

4.3 In addition, specific training for workers and instruction on specific work procedures, chemicals, machinery, use of PPE is necessary.  
此外，对工人的具体培训及关于具体工作程序，药品，机械及个人防护用品使用的指导也是必不可少的。

4.4 Training must be carried out by competent persons in a manner and language, which is understood by all workers.  
必须由能够胜任的人员以能够被工人理解的方式和语言对工人进行培训。

4.5 Employer shall set up and implement a training plan. This plan must cover  
用人单位应建立一套培训计划并执行，该计划必须涵盖：

- training needs of workers and supervisors 工人和监督者的培训需要
- responsibilities for preparing, conducting the training 准备，指导培训的职责
- training curricula 培训课程
- training schedule 培训时间表

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<sup>2</sup> Personal Protective Equipment 个人防护用品

- 4.6 Manufacturer's operating and maintenance manuals as well as **Standard Operating Procedures** must be available for all fields of activity and major production procedures (e.g. working in quarry faces, operating machinery, handling hazardous substances). These SOPs should be straightforward and understandable.

在活动的和主要的生产程序（例如在采石场采掘面上，作业机械，处理有害物质）的所有领域必须提供制造商的操作和维修手册以及标准操作程序，这些标准作业程序应简单易懂。

- 4.7 Workers engaged in specialized operations (e.g. blasting, operators of large earthmoving equipment, excavators, cranes, forklifts, vehicles drivers) must receive professional training and acquire the relevant operator's licence.

从事专业化操作的人员（如爆破、大推土机设备、挖掘机、起重机、铲车操作员及交通工具司机）必须受到专业培训并取得相关专业操作执照。

## **5. Maintenance and Inspections 维护和检查**

- 5.1 The employer establishes a plan for systematic and regular inspections of all machinery, fixed and handhold tools, electrical installations, vehicles, ladders and other equipment.

用人单位应制定一份关于所有机器、固定的和手持的工具、电气装置、交通工具、梯子及其他设备的系统常规检查计划。

- 5.2 The employer ensures that periodic inspections and preventive maintenance are carried out by qualified persons. Maintenance of plant and equipment in accordance with the manufacturer's specifications is essential. Inspection schedules and results must be documented.

用人单位确保由有资质的人员执行定期检查及预防性维修。必须按照制造商的说明书对工作场所和设备进行维护。检查计划和结果必须纪录下来形成文件。

## **6. First Aid and Fire Prevention 急救和防火**

The company must elaborate emergency procedures and make them known to all personnel. First Aid posters, first aid instructions (telephone numbers of fire brigade, physician, hospital, ambulance), emergency plans must be displayed in the workplace. In the event of a work related injury the company shall provide first aid and assist the worker in obtaining follow-up medical treatment.

公司必须详细说明紧急程序并让所有人员了解该程序。车间必须张贴急救海报、急救指南（消防队、医生，医院、急救车的电话号码）、紧急方案。万一因工受伤，公司必须提供急救并帮助工人获得后续医疗。

- 6.1 The company must prepare emergency plans and provide first-aid training.

公司必须准备应急计划和提供急救培训。

- 6.2 Workers and supervisors must have basic knowledge of first aid measures and standard rescue procedures.

工人和监督者应具备有标准的救援程序和急救措施的基本知识。

- 6.3 Rescue chain including the procedure for access to additional care must be organized and known by all employees.

必须组织包括获取额外护理程序在内的救援链，并使所有雇员知晓。

- 6.4 First Aid boxes must be available in the workplace, clearly marked and accessible for everybody.

车间内必须提供急救箱，并标有醒目标志方便每个人取用。



- 6.5 First Aid materials have to be refilled regularly and renewed at least every 2 years.  
急救箱材料必须经常进行补充且至少每 2 年必须更换。
- 6.6 Fire fighting equipment including fire extinguishers must be available at the workplace and within easy reach.  
车间内必须设有灭火器等消防设备，并放在易于取得的地方。
- 6.7 Fire extinguishers must be checked by competent persons at least every 2 years.  
灭火器至少每 2 年必须由有资质的人员进行检查。

## **7. Personal Protective Equipment (PPE) 个人防护用品**

Regulations and procedures must be established and followed regarding occupational health and safety, especially the provision and use of personal protective equipment.

必须制定一套关于职业安全与健康的规章和程序并遵守其规定，特别是关于个人防护用品的供应和使用。

The company shall provide at its own expense appropriate personal protective equipment to personnel wherever it is necessary:

只要有必要的地方公司应自费提供适合的个人防护用品。

- Safety helmets 安全帽
- Hearing protection 听力保护
- Dust mask for silica dust 针对硅石灰尘的防尘口罩
- Suitable protective gloves 合适的防护手套
- Safety shoes 安全鞋
- Safety glasses 防护镜
- High visible cloths 高能见度服（反光衣）
- If necessary: water proof clothing 如有必要，还应提供防水衣

- 7.1 The company shall ensure that personal protective equipment is actually used by personnel. In case of non-compliance disciplinary action should be considered.  
公司应须确保人员确实使用个人防护用品。在不遵守纪律的情况下，应考虑采取纪律惩戒。
- 7.2 Workers must use and take good care of all PPE, provided by the employer  
工人须使用并爱护雇主提供的所有个人防护用品。
- 7.3 PPE must be maintained and replaced according to the manufacturer's specifications.  
个人防护用品应根据厂商说明书进行保养和更换。
- 7.4 Safety glasses must be worn wherever eye injuries can occur due to airborne dust particles, splitters, stone chips or other flying debris.  
在存有气载粉尘、分割物、石头碎片或其它飞行碎片可能造成眼睛伤害的地方应佩戴防护镜。

## **8. Workplace Safety 工作场所安全**

- 8.1 Workers should never work alone in the quarry but in a team of at least two.  
工人不得单独在采石场内作业，应至少两人为一组。

- 8.2 Do not loiter around moving machines.  
Traffic movement should only take place within designated areas and over suitable roadways.  
It is essential where possible to segregate pedestrians from moving plant such as loading shovels, excavators and dump trucks by the use of physical barriers.  
请勿在运转的机器周围闲荡。  
交通活动只能在指定区域范围内和适当的道路上进行。  
在有可能的地方必须通过物理屏障把行人与移动设备如装载铲车，挖掘机和翻斗车隔离开。
- 8.3 Traffic routes, platforms and stairways in quarries shall be level and of robust construction.  
采石场的交通路径、工作台和楼梯应平坦且结构坚固。
- 8.4 Access to workplaces, platforms and walkways should be by well constructed permanent stairways or fixed ladders.  
通向工作场所、工作台及通道的入口应搭建好永久性楼梯或固定梯子。
- 8.5 Gutters and floor openings must be covered.  
水沟和地面孔洞须被覆盖住。
- 8.6 Waste water basins, all open sides of workplaces, walkways, staircases workplaces from which persons may fall shall be fenced with an upper rail at 1000 mm or higher.  
废水池，所有工作场所、走道、楼梯工作场地等人员可能跌落的开放处应用高于 1 米或更高的围栏围住。
- 8.7 All work areas, storage areas, floors, passageways, platforms and stairways shall be regularly maintained, kept clean, free of oil or other slippery fluids, materials and obstacles.  
所有工作区、贮存区域，地板、通道，工作台和楼梯应定期维护，保持干净。无油污或其它易滑流体、材料和障碍物。
- 8.8 Workplaces and walkways should always be well lit.  
工作场所和走道应始终保持明亮。
- 9. Silica Dust and Mineral Dust 硅尘和矿尘**
- 9.1 The employer shall take all possible measures in order to eliminate exposure or reduce the concentration of silica dust in the workplace.  
雇主应采取一切可能的措施消除在工作场所中的硅尘泄露或降低其在大气中的浓度。
- 9.2 Introduce technical measures such as wet processing or dust extraction and take organisational measures e.g. segregate areas with a higher level of concentration from those with a lower level, minimize periods/levels of exposure.  
采用技术措施如湿式加工或吸尘装置并采取有组织的措施如隔开高浓度区域与低浓度区域，使其暴露程度/时间减至最低。
- 9.3 Dry dust shall be extracted by vacuum dust collectors wherever possible.  
在任何有可能的地方，应用真空集尘器提取干粉尘。
- 9.4 Regular cleaning of machinery, cabins and rooms in order to avoid dust accumulation is essential.  
机械、舱室、房间应定期清洁，以避免灰尘积聚。
- 9.5 To avoid the spread of dust, use water or a vacuum cleaner. Avoid using a broom.  
须用水或真空吸尘器而非扫帚进行清洁以避免灰尘蔓延。

- 9.6 In case of wet drilling or sawing, water quantity has to be sufficient and water feed shall be initiated before processing.

湿式凿岩或湿锯时，水量应充足，且在操作前应启动供水器。

- 9.7 The workforce should be informed about the risks of silica dust and the suitable prevention measures in order to create awareness.

应告知员工硅尘的风险及合适的防护措施，以培养工人安全意识。

## **10. Noise and Vibration 噪音与振动**

- 10.1 Noise measurements should be used to identify the areas with noise risks. Noise zones must be clearly marked.

应对噪音进行测量以鉴定噪音风险区域。噪音风险区域应清楚标示。

- 10.2 Introduce technical measures such as low noise blades for circular saws and noise absorbers or take organisational steps e.g. segregate areas with a higher noise level from those with a lower level, minimize periods/levels of exposure.

采用技术性措施如圆盘锯上使用低噪音刀片、安装消声装置或采取有组织性的措施如隔离高分贝区域与低分贝区域、使其接触程度/时间减至最低。

- 10.3 The installation of a new production line, new production methods or the redesign of workplaces, has to be planned in such a way that noise and vibration are minimized.

新生产线的安装、新生产方法或工作场所的重新设计，应按照最低噪音和最低振动的原则来计划。

- 10.4 Workers should be informed about the risks of noise and vibration as well as suitable prevention measures in order to create awareness.

应告知工人噪音和振动的风险以及适当的防护措施，以培养工人安全意识。

- 10.5 Drivers' seats of your mobile equipment (e.g. forklifts, trucks, excavators) have to be maintained properly or exchanged for new seats with good vibration absorbing performance.

移动设备的司机座椅（如铲车、卡车、挖掘机）应适当维护，或更换成具有良好减震性能的新座椅。

## **11. Hazardous Substances 有害物质**

- 11.1 The employer shall identify hazardous substances in the workplaces and check if less hazardous substances are available.

雇主应识别车间的有害物质，并确认是否有较小危害物质可代替使用。

- 11.2 In case of the use of hazardous substances the exposure of the workers has to be minimized.

如在使用有害物质的情况下，工人与其接触的时间应尽量减少到最低。

- 11.3 Operating instructions for handling hazardous substances must be available.

必须提供处理有害物质操作说明书。

- 11.4 It is forbidden, to fill hazardous substances or chemicals in drinking bottles.

严禁将有害物质或化学品装入饮用瓶。

- 11.5 Poisonous, corrosive, suffocating, flammable, or explosive substances must be stored separately and safely.

有毒的、腐蚀性的、易窒息、易燃或爆炸的物质应分开并安全储存。

## **12. Machinery and Equipment 机器与设备**

- 12.1 All moving parts of machines such as belts, pulleys, gears, shafts must be guarded with fixed guards, fences or light barriers in order to prevent accidents.  
机器的所有运行部件如皮带、滑轮、齿轮、轴都必须有固定防护装置，围栏或光栅加以防护，以防止意外发生。
- 12.2 Machines must be equipped with a lockable main switch and an emergency cut-out switch.  
机器应装有一个可锁定的主开关和一个应急切断开关。
- 12.3 Handhold machines and hand tools must be kept in safe condition.  
手动机器和手动工具必须安全存放。
- 12.4 Circular saws must be fitted with an adjustable hood guard and a suitable riving knife. Keep the gap between the edge of the blade and the knife as small as practicable.  
圆盘锯必须配备一个可调节防护罩和一个适合的刀头。保持刀片和刀头边缘之间的间隙尽可能小到切实可行。

## **13. Electrical Appliances 电气用具**

Electricity has great potential to seriously injure and kill. The company has the responsibility to ensure that the electrical wiring and electrical equipment in the workplace is safe, used properly and maintained in good repair. This must only be done by personnel with proper qualification.

电气存在巨大的人身伤亡风险。公司有责任保证车间内的电线和电气设备安全、正确的使用并得到良好维护。该工作应由相关资质人员担任。

- 13.1 All electrical installations shall be designed for use in rough industrial conditions and wet areas where necessary.  
在有必要的地方，所有电气装置应根据能够在恶劣的工业条件及潮湿的区域使用来设计安装。
- 13.2 Power distributors shall be enclosed and located in a suitable place with access restricted to authorized personnel only.  
电源分配器应被封闭并置于合适的地方，未经授权人员不得进入。
- 13.3 Electrical switch boxes must be kept closed at all times.  
电气开关箱必须始终保持关闭。
- 13.4 Live parts of all electrical equipment must be completely enclosed or otherwise guarded against accidental contact.  
所有电气设备的带电部分必须完全封闭或采取其他防护措施防止意外接触。
- 13.5 Do not repair damaged electric power cords with insulating tape.  
请勿用绝缘胶带修复损坏的电力线。
- 13.6 Use only waterproof electrical connectors, connection boxes or cable drums to connect electric power cords.  
仅使用防水的电插座，接线盒或电缆卷筒来接电力线。
- 13.7 Electrical installations, switch boxes and connection boxes shall be properly labelled.

电气装置，开关箱，接线盒应恰当贴上标签。

- 13.8 Handheld electric power tools must have a quick-release (dead-man) control that shuts off power when control switch is released.

手持式电能工具应装有一个“快速切断”（“自动断电”）按钮，当松开控制开关时，能切断电源。

- 13.9 Handheld electric power tools must be adequately earthed or double-insulated.

手持式电动工具必须充分接地或双重绝缘。

## **14. Storage 储存**

- 14.1 Blasting explosives and detonator products must be kept and handled separately. The explosive magazine must be kept locked for access by authorised and trained personnel only.

爆破和雷管产品应分开储存和处理，炸药库必须被锁定，仅授权的和经培训的人员方可进入。

- 14.2 Blocks, slabs and products of natural stone shall be stored in a way to prevent slipping or toppling.

荒料、石板和天然石制品的储存应防止滑落或倒塌。

- 14.3 Storage racks and shelves must be of adequate strength for the loads and conditions under which they are used. They shall be set on firm ground and designed to prevent toppling.

存储支架和货架必须有足够的强度支撑负荷并符合使用条件。且应被安置在牢固地面上并以避免倒塌方式来设计。

- 14.4 The maximum load of racks and shelves must be known to the workers.

工人应知晓货架储存设施的最大负荷。

## **15. Transportation and Lifting Gear 运输和起重装置**

- 15.1 Tyres, lights and driver's seats of forklifts must be maintained in good working condition.

叉车的轮胎、灯光、驾驶座都必须保持良好的工作状态。

- 15.2 Cranes must be labelled with the maximum load.

起重机应标明最大负荷。

- 15.3 The crane control unit must be kept locked in the cab.

在驾驶室内起重机的控制器必须被锁住。

- 15.4 Ensure a means of safe and adequate access and egress is provided for operation, maintenance and inspection of the crane.

确保操作、维护和检查起重机时有安全适当的进出方式。

- 15.5 All lifting devices such as hoist ropes, slings and hooks must be in undamaged condition.

所有升降装置诸如起重钢丝绳、吊索和吊钩应保持完好无损。

- 15.6 Hooks must have a safety latch to prevent slings or load from accidentally slipping off the hook.

挂钩必须有一个保险锁，以防止吊索或吊载物意外滑出挂钩。

- 15.7 Transport and lifting equipment must be available to reduce the risks involved in manual handling.

必须提供运输和起重设备以减少人工操作所涉及的风险。

## **16. Ergonomics at Work: Healthy Work Habits      工作时的人体工程学：健康的工作习惯**

- 16.1 Workplaces and work processes should be designed in such a way as to avoid health risks from repetitive movements, unhealthy working postures, lifting or carrying heavy loads.  
工作场所和工作流程的设计应按照避免因重复性动作、不健康的作业姿势、举起或搬运重物而造成的健康风险这样的方式来进行。
- 16.2 Workbenches and scaffolds should be available to allow working in an ergonomic position.  
配备工作台和支架以便工人在一个符合人体工程学的姿态开展工作。
- 16.3 Workers should be trained in ergonomic work techniques.  
应对工人进行人体工程学操作技术的培训。
- 16.4 Workers should be informed about the physical risks related to lifting and carrying heavy loads, unhealthy working postures and repetitive movements.  
应告知工人与举起或搬运重物、不健康的工作姿势和重复性动作有关的身體危險信息。

## **17. Auxiliary 辅助设备**

- 17.1 The following facilities should be provided and maintained in a clean and sanitary condition:  
应提供下列设施并保持清洁和卫生：
- toilets and washing rooms 厕所和盥洗室
  - change rooms with storage facilities and clothes drying room  
配有存储设施的更衣室和衣服烘干室
  - separate lunchroom 独立的用餐室
- 17.2 Drinking water for workers must be available at all times.  
应随时给工人提供饮用水。
- 17.3 There should be separate change rooms and washing rooms for men and women.  
应有独立的男女更衣室和盥洗室。
- 17.4 Eating and smoking in a dusty work environment should be avoided.  
应避免在有灰尘的工作环境下进食和吸烟。

## **18. Shipping 运输**

- 18.1 Containers must be loaded in a way that loading process could be safely initiated  
集装箱应按照安全的装载方式进行。
- 18.2 Packing and loading the container should allow for safe unloading.  
包装及装载集装箱应考虑到安全卸载。
- 18.3 Fumigation of containers with hazardous substances shall be avoided.  
集装箱的熏蒸应避免带有害物质。

### **Labour Issues and ILO Conventions 劳工问题和国际劳工组织公约**

The issues listed here relate to working conditions applicable to the personnel employed by companies active in the natural stone sector, including casual, seasonal, migrant, subcontracted and permanent employees.

此处所述的有关工作条件的问题适用于在天然石材领域的公司所雇人员，包括临时的、季节性的、外来的、转包的及固定的雇员。

The company respects all applicable national laws and regulations, industry minimum standards, and any other relevant statutory requirements whichever requirements are more stringent.

公司遵守所有现行的国家法律法规、行业最低标准及其它相关更为严厉的法定要求。

The company strives for all work to be performed on the basis of recognized employment relationship in compliance with national law.

公司根据国家法律努力争取所有工作都是在认可的雇佣关系的基础上进行的。

The company does not make use of exploitive child labour (ILO Convention 138 & 182).

公司不雇佣童工（根据国际劳工组织公约第 138 号及第 182 号）。

The company does not make use of forced, including bonded labour (ILO Convention 29 & 105).

No discrimination shall be tolerated in hiring and remuneration (ILO Convention 100 & 111).

公司不雇佣强迫性劳工，包括抵债劳工（根据国际劳工组织公约第 29 号及第 105 号）。

在雇佣和报酬上不存在任何歧视（根据国际劳工组织公约第 100 号及第 111 号）。

The company shall ensure that wages paid for regular working hours shall always meet at least legal or industry minimum standards and shall be sufficient to meet the basic needs of personnel.

公司应确保固定的工作时间支付的工资应始终至少达到法律或行业最低工资标准，且应足以满足职员的基本需求。

The employer shall allow the workers to organise collective meetings and to assemble together with the aim of addressing issues of common concern (ILO Convention 87 & 98).

雇主应允许工人组织集体会议并聚集一起讨论共同关心的问题（根据国际劳工组织公约第 87 号 及第 98 号）。

## **19. Prohibition of Discrimination in Employment 禁止就业歧视**

19.1 The company ensures that all employees receive equal treatment independent of their race, sex, religion, national or social origin, caste, birth, disability, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other personal characteristics (ILO Convention 111).

公司确保所有员工得到平等待遇，不管种族、性别、信仰、国籍或社会出身、阶层、血统、残疾、性取向、家庭责任、婚姻状况、工会会员、政治意见、年龄或其它个人特点（根据国际劳工组织公约第 111 号）。

19.2 Employees are given the opportunity to report on incidents of discrimination.

如发生歧视事件，员工可上报。

## **20. Compliance with National Laws and Regulations 遵守国家法律法规**

20.1 The company respects all applicable national laws and regulations.

公司遵守所有现行的国家法律法规。

20.2 Local and migrant, seasonal and permanent employees receive equivalent benefits and employment conditions for equal work performed.

本土和外来的、季节性和固定的员工对于同等的工作表现须得到同等的福利及就业条件。

- 20.3 The management is obliged to cooperate with the respective public authorities.  
管理层必须与各自的公共机构合作。

## **21. Labour Contract 劳动合同**

- 21.1 All employees must have a legally binding written contract of employment signed by employee and employer including

所有员工必须持有由雇佣双方签署的具有法律效力的书面合同，包括：

- description of the work 职位说明
- hours of work 工作时间
- amount of pay and overtime rate 薪酬和加班费
- any deductions 任何扣除款项
- holidays 假期
- notice period 通知期限

- 21.2 The company keeps a written employment register, listing – among other things – the name of the employee, the nature of work performed, the wages paid and the hours worked in overtime.  
公司应保留书面雇佣记录，除其他事项外应列出雇员姓名、从事工作的性质、工资及加班时间。

- 21.3 Employees as well as subcontracted workers shall be allowed to organise collective meetings and to assemble together with the aim of addressing issues of common concern(ILO Convention 87 & 98)..  
应允许员工以及转包工人组织集体会议并聚集一起讨论共同关心的问题（根据国际劳工组织公约第 87 号及第 98 号）。

## **22. Working Hours, Rest and Vacations 工作时间、休息和假期**

- 22.1 Employees shall not be required to work in excess of the maximum working hours defined by national law or ILO regulations, whichever is the more stringent one.  
不得要求雇员的工作时间超过国家法律或国际劳工组织规定的最高工作时间，以更严厉者为准。

- 22.2 Employees shall be provided with at least one day off for every seven-day period.  
雇员每工作七天应至少休息一天。

- 22.3 Employees shall enjoy paid holidays according to the State regulations such as public holidays, annual leave, home leave, marriage and funeral leave and maternity leave.  
根据国家法规规定，雇员应享有带薪年假，如法定假日、年假、探亲假、婚假、丧假和产假。

## **23. Wages 工资**

- 23.1 Wages paid to labourers by the employing unit shall not be lower than the local minimum wages. Equal remuneration for men and women workers for work of equal value is ensured (ILO Convention 100).  
用人单位支付的劳务工资不得低于当地最低工资标准。同等价值的工作确保男女职工享有同等待遇（根据国际劳工组织公约第 100 号）。

- 23.2 The company ensures that payments are made regularly and in a timely manner and are properly documented.  
公司确保定期按时发放工资并适当记录归档。



23.3 Wages and benefits composition are detailed clearly and regularly in writing for each pay period.

应以书面形式定期清楚地详细记录每次支付期的工资及福利组成。

23.4 In case of labourers working on the basis of piecework, the employing unit shall rationally fix quotas of work and standards on piecework remuneration.

若工人按件计酬，用人单位应合理安排工作配额及计件报酬标准。

23.5 Deductions for substandard work must be clearly specified and reasonable.

必须清楚合理规定低于标准下的工作扣款。

23.6 Deductions that are not legally required, such as housing, food or other services must be explained to and agreed upon by employees before the employment relationship becomes effective.

非法律要求的扣款，如住房、食物或其它服务必须在雇佣关系生效前向雇员解释清楚并达成一致。

## 24. Social Insurance 社会保险

24.1 Employer must register all employees with social security and pay social security contributions.

雇主必须为所有的员工在社会保障系统上进行登记并为其缴纳社会保险费。

24.2 The company shall keep a register for all employees recording the length of service, wage and social security contribution to old age, unemployment, and work-related injuries.

公司应保存一份纪录所有雇员的服务期限、工资、以及养老、失业、工伤等社会保险供款的登记册。

24.3 Employer shall provide insurance coverage against accident for each worker where social security does not exist.

雇主应为每名工人提供社会保险范围不包含的意外保险。

## Environmental Issues – local impacts 环境问题—当地的影响

Quarrying operations have high impact on natural ecosystems. Large areas of land are temporarily disturbed. Steps must be taken to minimise impacts on ground water, land and vegetation in compliance with local and national regulations.

采石作业对自然生态系统的影响非常大。大面积的陆地一时受到干扰。遵守地方和国家法规，采取措施以尽量减少对地表水、陆地以及植被的影响。

It is essential that disturbed landscapes are rehabilitated. Proper planning is necessary for the successful rehabilitation of a site.

至关重要是受到干扰的景区应得到恢复。对于成功复原一个场所适当的规划是必要的。

## 25. Intervention into Nature 对自然的干预

25.1 A Quarry Rehabilitation Plan must be prepared. It should contain (a) a description of the land use and natural habitats before the quarry opened, (b) environmental mitigation measures during quarry operations and (c) plans for the rehabilitation of the production site.

应准备一份采石场复原计划，需包括（1）土地使用说明及采石场开采前的自然生境；（2）在采石场作业期间的环境缓解措施及（3）生产区域的恢复计划。

25.2 The company initiates rehabilitation of abandoned quarry areas as soon as possible.  
公司应尽快对荒废采石场进行复原。

25.3 The company protects the topsoil and subsoil. Soil resources need to be protected from erosion and either reused on restoration areas as soon as possible or stored for a transitional period to avoid damage or loss.  
公司应保护表层土和下层土。土壤资源必须得到保护，免受侵蚀，并在恢复区域尽快重复利用或过渡性地将其储存起来以避免损害或流失。

25.4 The company protects ground water and surface water and avoids any contamination during quarry operation or after-use.  
公司应保护地下水和地表水，并避免在开采期间或后续利用造成污染。

25.5 The company implements and carries out production policies that prevent and/or mitigate negative impacts on neighbourhood, flora and fauna.  
公司应实施并贯彻生产政策，防止和/或减轻对附近居民、动植物产生负面影响。

25.6 National and regional obligations concerning environmental protection and biodiversity have to be respected.  
应尊重国家和地区关于环境保护及生物多样性的义务。

## **26. Waste Management 废物管理**

26.1 A study on how to reduce and recycle waste must be undertaken and documented.  
必须对如何减少和回收利用废物进行研究，并形成文件。

26.2 Minimise production of waste, use all possibilities of waste separation or recycling and ensure the responsible disposal based on principles of sustainability.  
把损耗的生产减到最小，利用废物分类或回收的所有可能性并确保在可持续发展原则的基础上尽责地处理废物。

26.3 Used cleaning rags are collected in flame-resistant containers with a lid.  
已用的清洁抹布应收集于耐火的带盖的容器内。

26.4 Waste must be disposed of at regular intervals.  
每隔一定时间废物就必须被处理掉。

26.5 Combustible waste, debris, and rubble must be collected and promptly removed from the workplace.  
可燃废物，碎片以及碎石必须被收集并及时从工作场所中移除。

## **27. Energy and Water Consumption 能源和水的消耗**

27.1 A study on how to save water and other consumables, and how to recycle waste water must be undertaken and documented.  
必须对如何节约水资源和其它消耗品及如何回收利用废水资源进行研究，并形成文件。

27.2 The company must take appropriate measures to ensure economical use of electrical energy and water. All staff must know how to save energy and water.  
公司必须采取适当措施确保电能及水资源的节约使用。所有员工必须知道怎样节约能源和水资源。

- 27.3 The company uses quarrying and production methods that minimize water consumption.  
公司应使用耗水量最小的采石及加工方法。
- 27.4 Use only energy-efficient equipment and lighting systems.  
仅使用节能的设备和照明系统。
- 27.5 Machinery and equipment must be maintained regularly to stay energy efficient.  
机械及设备必须定期维护以保持节能。

## Part II: Fair Stone Social Standard for Stone Processing Factories

### 第二部分：石材加工厂的公平石材社会标准

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#### 1. Pre-Condition 前提条件

To join Fair Stone partners have to present the following commitments from their suppliers, quarries and/or factories (at least from one of them):

欲加入公平石材，合作伙伴的供应商、采石场和/或工厂（至少其中之一者）应做出如下承诺：

##### Prohibition of Exploitive Child Labour 禁止剥削性雇佣童工

The company does not make use of child labour (ILO Convention 182). The minimum age for admission to employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (ILO Convention 138). Children in the age of 15-18 years shall not perform work which, by its nature or the circumstances in which it is carried out, is likely to harm their health, safety or morals.

公司不雇佣童工(国际劳工组织公约第 182 号)。允许雇佣工人的最低年龄不得小于完成义务教育的年龄，在任何情况下，不得雇佣 15 岁以下童工（国际劳工组织公约第 138 号）。15-18 岁儿童不得从事其性质或是在其工作环境可能损害其健康、安全或道德的工作。

##### Prohibition of Forced Labour 禁止强迫性劳动

The company does not make use of forced, including bonded labour(ILO Convention 29 & 105). Employment is freely chosen.

公司不得使用强迫劳工，包括抵债劳工（根据国际劳工组织公约第 29 号及第 105 号）。

应自由选择就业。

The company does not withhold identity documents, part of personnel's salary, benefits. The company does not use corporal punishment, mental or physical coercion and verbal abuse to force employees to work or stay with the company. Employees are free to leave the employer after reasonable notice.

公司不得扣留身份证件、人员部分工资或福利。公司不得以体罚、身心强迫及言语侮辱来强迫雇员工作或继续效力于公司。在合理告知后，雇员有权自由离开雇主。

##### Improvement of Working Conditions 工作条件的改善

The management must commit in writing to improve working condition of the factory according to a timeframe agreed by Fair Stone.

管理层应根据与公平石材达成一致的时间框架书面承诺改善其工厂的工作条件。

#### 2. Organisation of Standard Implementation 标准执行的组织

An appropriate management system covering the areas safety, health, labour rights and environment is necessary for the process of improving working conditions in the factory. Trained human resources, minor investments, instruction guidelines and documentation to monitor the process are necessary.

在改善工厂工作条件的进程中应采取一套恰当的涵盖安全、健康、劳工权利和环境的管理体系。必须有经培训的人力资源、较少的投资、指导方针及文件监控其过程。

2.1 An organization plan of the company, delivering information on the general structure, functions, departments and responsibilities for implementing the standard must be available.

应提供一份包括一般结构，功能，部门和标准执行责任的公司组织图。

2.2 An organization chart must be available that shows for each work area, i.e. Fair Stone, OSH<sup>3</sup>, labour rights and environment the key personnel and their responsibilities.

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<sup>3</sup> OSH = Occupational Safety and Health 职业安全与健康

必须有一份显示各个工作领域，如：公平石材，职业安全与健康，劳工权利和环境的关键人员及其职责的组织图。

- 2.3 Responsible persons for each area shall give advice to the employer or responsible person in all matters concerning the respective area. They must be trained and educated for their duties.  
各区域负责人应向雇主或负责人提出关于各自区域内所有事务的建议。对于他们各自的职责应经过培训和教育。
- 2.4 Employer shall undertake pre-employment medicals to ensure that the person is fit for the duties they will be required to perform. All health surveillance should be conducted professionally by competent persons  
用人单位应当承担就业前体检，以确保该人员是否适合履行其职责。所有健康监护应由专业资格人士引导。
- 2.5 Persons responsible for keeping the premises clean shall be nominated for all relevant parts of the factory.  
应在工厂所有相关区域指定负责清洁的人员。
- 2.6 The employer shall formulate an OSH-Policy for the prevention of work-related injuries and occupational diseases for his enterprise. The OSH-Policy must be communicated to all employees.  
雇主应成立一项职业安全与健康政策 ( OSH ) 以防其企业因工受伤和职业病事故。全体员工应知晓职业安全与健康政策。
- 2.7 Where risks exist they must be marked with appropriate safety signs. Such signs (e.g. emergency exit signs, caution signs, warning signs, etc.) must be placed at appropriate points. Workers must be informed of the measures to be taken and must be given appropriate training.  
凡存在危险的地方须标注适当的安全标志。这些标志应置于合理的地点 ( 如紧急出口标志，警示标志，警告标志等 )。工人必须被告知采取相关措施且必须给予适当的培训。
- 2.8 Install a suggestion box, where workers can submit suggestions and complaints anonymously concerning all areas of this standard.  
设立意见箱，以便员工就该标准所涉及的各方面提交建议或匿名投诉。

### **Occupational Safety and Health (OSH) 职业安全与健康 ( OSH )**

The management of the factory shall provide a safe and healthy workplace environment and shall take effective steps to prevent accidents in the process of work, and reduce occupational hazards and injury to workers' health. Appropriate attention shall be paid to occupational hazards specific to this branch of industry (cf. ILO Convention 155).

工厂管理层应提供一个安全健康的工作环境，并采取有效措施防止工作过程中发生事故，减少职业危险及对员工健康的损害。应适当关注本行业特殊的职业危害。

### **3. Risk Assessment 风险评估**

- 3.1 A systematic analysis of all risks and major hazards at the workplaces of the factory (list of all hazards resulting from operation, malfunction, breakdown, maintenance and repair) is required.  
必须系统分析工厂工作场所的所有风险和主要危险(列出操作、故障、损坏、维护与修理中的所有危险)。

- Identify the hazards  
识别危险
- Decide who might be harmed and how

断定谁将可能受到伤害及受到如何危害

- Evaluate the risks and decide on precautions  
评估风险并采取相应预防措施
- Record your findings and implement them  
记录您的调查结果并执行
- Review your assessment and update if necessary  
复查风险评估，如有必要并对其进行更新

3.2 If necessary, measurements shall be done in order to clarify the potential hazards to worker's health, the level of exposure and the exposed workers (e.g. dust and noise measurements).

如有必要，为掌握对工人健康存在的潜在危险、接触危险的程度及接触的工人，须进行相关测量（如灰尘和噪音测量）

3.3 The employer shall take all necessary measures (technical, organisational, personal) to control risks and hazards.

雇主须采取一切必要措施（技术性的、有组织性的、个体的）来控制风险以及危害。

3.4 The employer has to make a record to document hazards, measures to control, responsible persons and the deadline for corrective action.

雇主必须对危险、控制措施、负责人及纠正行动措施的最后期限做记录并存档。

3.5 The employer has to update the risk assessment record once a year or after essential changes (e.g. investments in new technology, new substances, new construction).

雇主每年或在发生本质改变后必须更新风险评估记录（如在新技术、新物质、新建造上的投资）。

#### **4. Training and Instruction 培训和指导**

4.1 Regular training of managers and master craftsmen on general duties, OSH-principles, responsibilities, sufficient knowledge, social competence and motivation measures is required.

必须对管理层及主要工匠就总体职责、职业安全与健康原则、责任、足够的知识、适应社会的能力和激励措施进行定期培训。

4.2 Each new worker shall receive initial training. This training shall include health and safety aspects (i.e. use of PPE<sup>4</sup>), safe operating procedures and practices for work tasks, safe handling of equipment and machinery.

每个新进员工应接受岗前培训。培训应包括健康和安全方面的问题（如：使用个人防护用品），工作任务的安全操作程序和实践，设备和机械的安全操作。

4.3 In addition specific training for workers and instruction on specific work procedures, chemicals, machinery, is necessary.

此外，对工人的具体培训及关于具体工作程序，药品，机械的使用指导也是必不可少的。

4.4 Training must be carried out by competent persons in a manner and language, which is understood by workers.

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<sup>4</sup> Personal Protective Equipment 个人防护用品

必须由能够胜任的人员以能够被工人理解的方式和语言对工人进行培训。

4.5 Employer shall set up and implement a training plan. This plan must cover

用人单位应建立一套培训计划并执行，该计划必须涵盖：

- training needs of workers and supervisors 工人和监督者的培训需要
- responsibilities for preparing, conducting the training 准备，指导培训的职责
- training curricula 培训课程
- training schedule 培训时间表

4.6 Manufacturer's operating and maintenance manuals as well as **Standard Operating Procedures** must be available for all fields of activity and major production procedures (e.g. operating machinery, handling hazardous substances). These SOPs should be straightforward and understandable.

在活动的和主要的生产程序（例如作业机械，处理有害物质）的所有领域必须提供制造商的操作和维修手册以及标准操作程序，这些标准作业程序应简单易懂。

4.7 Workers engaged in specialized operations (e.g. vehicles drivers) must receive professional training and acquire the relevant operator's licence.

从事专业化操作的工人（如交通工具司机）必须接受专业培训并取得相关专业操作执照。

## 5. **Maintenance and Inspections 维护和检查**

5.1 The employer establishes a plan for systematic and regular inspections of all machinery, fixed and handhold tools, electrical installations, vehicles, ladders and other equipment.

用人单位应制定一份关于所有机器、固定的和手持的工具、电气设备、交通工具、梯子及其他设备的系统常规检查计划。

5.2 The employer ensures that periodic inspections and preventive maintenance are carried out by qualified persons. Maintenance of plant and equipment in accordance with the manufacturer's specifications is essential. Inspection schedules and results must be documented.

用人单位确保由有资质的人员执行定期检查及预防性维修。必须按照制造商的说明书对厂房和设备进行维护。检查计划和结果必须纪录下来形成文件。

## 6. **First Aid and Fire Prevention 急救和防火**

The company must elaborate emergency procedures and make them known to all personnel. First Aid posters, first aid instructions (telephone numbers of fire brigade, physician, hospital, ambulance), emergency plans must be displayed in the workplace. In the event of a work related injury the company shall provide first aid and assist the worker in obtaining follow-up medical treatment.

公司必须详细制定紧急程序并使所有人员了解该程序。车间必须张贴急救海报、急救指南（消防队、医生，医院、急救车的电话号码）、紧急方案。万一因工受伤，公司必须提供急救并帮助工人获得后续医疗。

6.1 First aid for cases of accidents and emergency has to be organized by the employer.

万一有事故和紧急情况时雇主应组织急救。

6.2 Workers and supervisors shall be trained in the use of the rescue and first aid measures.

必须培训员工和管理者运用救援及急救措施。

- 6.3 Rescue chain including the procedure for access to additional care must be organized and known by all employees.

必须组织包括获取额外护理程序在内的救援链，并使所有雇员知晓。

- 6.4 First Aid boxes containing materials for first aid must be available at the workplace, clearly marked and accessible for everybody.

车间内必须提供含有急救材料的急救箱，并标有醒目标志方便每个人使用。

- 6.5 First Aid materials have regularly to be refilled and renewed at least every 2 years.

急救箱材料必须经常进行补充且至少每 2 年必须更换。

- 6.6 Fire fighting equipment including fire extinguishers must be available at the workplace and within easy reach.

车间内必须设有灭火器等消防设备，并放在易于取得的地方。

- 6.7 Fire extinguishers must be checked by competent persons at least every 2 years.

灭火器至少每 2 年必须由有资质的人员进行检查。

## **7. Personal Protective Equipment (PPE) 个人防护用品**

Regulations and procedures must be established and followed regarding occupational health and safety, especially the provision and use of personal protective equipment.

必须制定一套关于职业安全与健康的规章和程序并遵守其规定，特别是个人防护用品的供应和使用。

The company shall provide at its own expense appropriate personal protective equipment to personnel wherever it is necessary:

只要有必要的地方公司应自费提供适合的个人防护用品。

- Safety helmets 安全帽
- Hearing protection 听力保护
- Dust mask for silica dust 针对硅石灰尘的防尘口罩
- Suitable protective gloves 合适的防护手套
- Safety shoes 安全鞋
- Safety glasses 防护镜
- High visible cloths 高能见度服 ( 反光衣 )
- If necessary: water proof clothing 如必要，还应提供防水衣

- 7.1 The company shall ensure that personal protective equipment is actually used by personnel. In case of non-compliance disciplinary action should be considered.

公司须确保人员确实使用个人防护用品。在不遵守纪律的情况下，应考虑采取纪律惩戒。

- 7.2 Workers must use and take good care of all PPE, provided by the employer.

工人须使用并爱护雇主提供的所有个人防护用品。

- 7.3 PPE must be maintained and replaced according to the manufacturer's specifications.

个人防护用品应根据厂商说明书进行保养和更换。

- 7.4 Safety glasses must be worn wherever eye injuries can occur due to airborne dust particles, splitters, stone chips or other flying debris(e.g. flaming).



在存有气载粉尘、分割物、石头碎片或其它飞行碎片（如火烧时飞溅的碎片）可能造成眼睛伤害的地方应佩戴防护镜。

## **8. Workplace Safety 车间安全**

- 8.1 Floors, platforms and stairways shall be plane and of robust construction.  
地面、工作台和楼梯应平坦且牢固。
- 8.2 Platforms and walkways for maintenance and repair of machinery shall be accessible via permanent stairways or fixed ladders.  
机器维修用的工作台及通道须配有易接近的永久性楼梯或固定梯子。
- 8.3 Water ducts and floor openings have to be covered.  
水管道和地面孔洞须被覆盖住。
- 8.4 Waste water basins, all open sides of workplaces, walkways, staircases workplaces from which persons may fall shall be fenced with an upper rail at 1000 mm or higher.  
废水池，所有工作场所、走道、人员易跌落的楼梯工作场地等的开放处应用高于 1 米或更高的围栏围住。
- 8.5 Floors, platforms and stairways shall be regularly maintained, kept clean, free of oil or other slippery fluids, materials and obstacles.  
地板、工作台和楼梯应定期维护，保持干净。无油污或其它易滑流体、材料和障碍物。
- 8.6 Workplaces, walkways and storage areas must be clean and in good order.  
工作场所、走道和贮存区域应保持整洁有序。
- 8.7 Workplaces and walkways should always be well lit.  
工作场所和走道应始终保持明亮。
- 8.8 Stone debris shall be collected in waste containers.  
石材残渣应收集于废料桶内。

## **9. Silica Dust and Mineral Dust 硅尘和矿尘**

- 9.1 The employer shall take all possible measures in order to eliminate exposure or reduce the concentration of silica dust and other mineral dust in the atmosphere at the workplaces.  
雇主应采取一切可能的措施消除在工作场所中的硅尘及其他矿尘的暴露或降低其在大气中的浓度。
- 9.2 Introduce technical measures such as wet processing or dust extraction and take organisational measures e.g. segregate areas with a higher level of concentration from those with a lower level, minimize periods/levels of exposure.  
采用技术措施如湿式加工或吸尘装置并采取有组织的措施如隔开高浓度区域与低浓度区域，使其暴露程度/时间减至最低。
- 9.3 Dry dust shall be extracted by vacuum dust collectors wherever possible.  
在任何有可能的地方，应用真空集尘器提取干粉尘。
- 9.4 Regular cleaning of machinery, cabins and rooms in order to avoid dust accumulation is essential.

机器、舱室、房间应定期进行清洁，以避免灰尘积聚。

- 9.5 To avoid the spread of dust, use water or a vacuum cleaner. Avoid using a broom.  
须用水或真空吸尘器而非扫帚进行清洁以避免灰尘蔓延。
- 9.6 In case of wet drilling or sawing, water quantity has to be sufficient and water feed shall be initiated before processing.  
如湿式凿岩或湿锯时，水量应充足，在操作前应启动供水器。
- 9.7 The workforce should be informed about the risks of silica dust and the suitable prevention measures in order to create awareness.  
应告知员工硅尘的风险及适当防护措施，以培养工人安全意识。

## **10. Noise and Vibration 噪音与振动**

- 10.1 Noise measurements should be used to identify the areas of risk to noise. These areas shall be marked with appropriate signs.  
应对噪音进行测量以确定噪音风险区域。噪音风险区域应标有适当的警示标志。
- 10.2 Technical (e.g. use of low noise blades for circular saws, installation of noise absorbers) and organisational (e.g. separation of areas with higher noise level from those with lower, reduction of exposure time) measures shall be preferred in order to reduce the exposure of the workers.  
应采取技术性的（如圆盘锯上使用低噪音刀片、安装消声装置）和有组织性的（隔离高分贝区域与低分贝区域、减少接触时间）措施，以减少工人与之接触。
- 10.3 In case of new installations, new production methods or redesign of workplaces, systems have to be planned in such a way as to reduce noise and vibration. This includes the purchase of new machinery.  
如安装新设施、采用新生产方法或重新设计车间，应按照降低噪音及低振动的原则来规划系统。包括购置新机器。
- 10.4 Workers should be informed about the risks of noise and vibration as well as suitable prevention measures in order to create awareness.  
应告知工人噪音和振动的风险以及适当的防护措施，以培养工人安全意识。
- 10.5 Drivers' seats of your mobile equipment (e.g. forklifts, trucks, excavators) have to be maintained properly or exchanged for new seats with good vibration absorbing performance.  
移动设备的司机座椅（如叉车、卡车、挖掘机）应适当维护，或更换成具有良好减震性能的新座椅。

## **11. Hazardous Substances 有害物质**

- 11.1 The employer shall identify hazardous substances at the workplaces and check if less hazardous substances are available.  
雇主应识别车间的有害物质，并确认是否有较小危害物质可代替使用。
- 11.2 In case of the use of hazardous substances the exposure of the workers has to be minimized.  
如在使用有害物质的情况下，工人与其接触的时间应尽量减少到最低。
- 11.3 Operating instructions for handling hazardous substances must be available  
必须提供处理有害物质操作说明书。

11.4 It is forbidden, to fill hazardous substances or chemicals in drinking bottles.  
严禁将有害物质或化学品装入饮用瓶。

11.5 Poisonous, corrosive, suffocating, flammable, or explosive substances must be stored separately and safely.  
有毒的、腐蚀性的、易窒息、易燃或爆炸的物质应分开并安全储存。

## **12. Machinery and Equipment 机器与设备**

12.1 All moving parts of machines such as belts, pulleys, gears, shafts must be guarded with fixed guards, fences or light barriers in order to prevent accidents.  
机器的所有运行部件如皮带、滑轮、齿轮、轴都必须有固定防护装置，围栏或光栅加以防护，以防止意外发生。

12.2 Machines must be equipped with a lockable main switch and an emergency cut-out switch.  
机器应装有一个可锁定的主开关和一个应急切断开关。

12.3 Handhold machines and hand tools must be kept in safe condition.  
手动机器和手动工具必须安全存放。

12.4 Circular saws must be fitted with an adjustable hood guard and a suitable riving knife. Keep the gap between the edge of the blade and the knife as small as practicable.  
圆盘锯必须配备一个可调节防护罩和一个适合的刀头。保持刀片和刀头边缘之间的间隙尽可能小到切实可行。

## **13. Electrical Appliances 电气用具**

Electricity has great potential to seriously injure and kill. The company has the responsibility to ensure that the electrical fittings and electrical equipment in the workplace is safe, used properly and maintained in good repair. This must only be done by personnel with proper qualification.  
电气存在巨大的人身伤亡风险。公司有责任保证车间内的电气装配和电气设备安全、正确的使用并得到良好维护。该工作应由相关资质人员担任。

13.1 All electrical installations shall be designed for use in rough industrial conditions and wet areas where necessary.  
在有必要的地方，所有电气装置应根据能够在恶劣的工业条件及潮湿的区域使用来设计安装。

13.2 Power distributors shall be enclosed and located in a suitable place with access restricted to authorized personnel only.  
电源分配器应被封闭并置于合适的地方，未经授权人员不得进入。

13.3 Electrical switch boxes must be kept closed all the time.  
电气开关箱必须始终保持关闭。

13.4 Live parts of all electrical equipment must be completely enclosed or otherwise guarded against accidental contact.  
所有电气设备的带电部分必须完全封闭或采取其他防护措施防止意外接触。

13.5 Do not repair damaged electric power cords with insulating tape.  
请勿用绝缘胶带修复损坏的电力线。

13.6 Use only waterproof electrical connectors, connection boxes or cable drums to connect electric power cords.

仅使用防水电插座，接线盒或电缆卷筒来接电力线。

- 13.7 Electrical installations, switch boxes and connection boxes shall be properly labelled.

电气装置，开关箱，接线盒应恰当贴上标签。

- 13.8 Handheld electric power tools must have a quick-release (dead-man) control that shuts off power when control switch is released.

手持式电能工具应装有一个“快速切断”（“自动断电”）按钮，当松开控制开关时，能切断电源。

- 13.9 Handheld electric power tools must be adequately earthed or double-insulated.

手持式电动工具必须充分接地或双重绝缘。

## **14. Storage 储存**

- 14.1 Blocks, slabs and products of natural stone shall be stored in a way to prevent tilting, falling or slipping.

荒料、石板 and 天然石制品的储存应防止倾斜、坠落或滑落。

- 14.2 Waste materials shall be collected in special containers.

废料应收集在专门的容器中。

- 14.3 Racks and other storage facilities have to be stable and safe. Racks shall be set on firm ground and designed to avoid accidental movement.

支架和其它储存设施应稳固安全。支架应安置于牢固地面上并以避免意外移动来设计。

- 14.4 The maximum load of racks and storage facilities must be known to the workers.

工人应知晓支架和储存设施的最大负荷。

## **15. Transportation and Lifting Gear 运输和起重装置**

- 15.1 Tyres, lights and driver's seats of forklifts must to be maintained in good working condition.

叉车的轮胎、灯光、驾驶座都必须保持良好的工作状态。

- 15.2 Cranes must be labelled with the maximum load.

起重机应标明最大负荷。

- 15.3 The crane control unit must be kept locked in the cab.

在驾驶室内起重机的控制器必须被锁住。

- 15.4 Ensure a means of safe and adequate access and egress is provided for operation, maintenance and inspection of the crane.

确保操作、维护和检查起重机时有安全且适当的进出方式。

- 15.5 All lifting devices such as hoist ropes, slings and hooks must be in undamaged condition.

所有升降装置诸如起重钢丝绳、吊索和吊钩应保持完好无损。

- 15.6 Hooks must have a safety latch to prevent slings or load from accidentally slipping off the hook.

挂钩必须有一个保险锁，以防止吊索或所载物意外滑出挂钩。

- 15.7 Transport and lifting equipment must be available to reduce the risks involved in manual handling

必须提供运输和起重设备以减少人工操作所涉及的风险。

## **16. Ergonomics at Work: Healthy Work Habits 工作时的人体工程学：健康的工作习惯**

16.1 Workplaces and work processes should be designed in such a way as to avoid health risks from repetitive work, working postures, physical load and manual handling and transportation of materials as far as possible.

车间和 workflow 应按照尽量避免因重复性工作、作业姿势、体力负荷和手工操纵及材料运输而造成的健康风险这样的方式来设计。

16.2 Tables and trestles should be available to carry out work in an ergonomic position.

配备工作台和支架以便工人在一个符合人体工程学的姿态开展工作。

16.3 Workers should be trained in using correct working techniques.

应培训工人使用正确的操作技术。

16.4 Workers should be informed about the hazards related to physical work, work postures, repetitive movements and lifting and carrying loads.

应告知工人与体力劳动、工作姿势、重复性动作、举起和搬运重物有关的危险信息。

## **17. Auxiliary 辅助设备**

17.1 The following facilities should be provided and maintained in a clean and sanitary condition:

应提供下列设施并保持清洁和卫生：

- toilets and washing rooms 厕所和盥洗室
- change rooms with storage facilities and clothes drying rooms  
配有存储设施的更衣室和衣服烘干室
- separate lunchroom 独立的用餐室

17.2 Drinking water for workers must be available at all times.

应随时给工人提供饮用水。

17.3 There should be separate change rooms and washing rooms for men and women.

应有独立的男女更衣室和洗手间。

17.4 Eating and smoking in a dusty work environment should be avoided.

应避免在有灰尘的工作环境下进食和吸烟。

## **18. Shipping 装运**

18.1 Containers must be loaded in a way that the loading process can be safely initiated.

集装箱应按照安全的装载方式进行。

18.2 Packing and loading the container should allow for safe unloading.

包装及装载集装箱应考虑到安全卸载。

18.3 Fumigation of containers with hazardous substances shall be avoided.

集装箱的熏蒸应避免带有害物质。

### **Labour Issues 劳工问题**

The issues listed here relate to working conditions applicable to the personnel employed by companies active in the natural stone sector, including casual, seasonal, migrant, subcontracted and permanent employees.

此处所述的有关工作条件的问题适用于在天然石材领域的公司所雇人员，包括临时的、季节性的、外来的、转包的及固定的雇员。

The company respects all applicable national laws and regulations, industry minimum standards, and any other relevant statutory requirements whichever requirements are more stringent.

公司遵守所有现行的国家法律法规、行业最低标准及其它相关更为严厉的法定要求。

The company strives for all work to be performed on the basis of recognized employment relationship in compliance with national law.

公司根据国家法律努力争取所有工作都是在认可的雇佣关系的基础上进行的。

The company does not make use of exploitive child labour (ILO Convention 138 & 182).

公司不雇佣童工(根据国际劳工组织公约第 138 号及第 182 号)。

The company does not make use of forced, including bonded labour(ILO Convention 29 & 105). No discrimination shall be tolerated in hiring and remuneration (ILO Convention 100 & 111).

公司不雇佣强迫性劳工，包括抵债劳工(根据国际劳工组织公约第 29 号及第 105 号)。在雇佣和报酬上不存在任何歧视(根据国际劳工组织公约第 100 号及第 111 号)。

The company shall ensure that wages paid for regular working hours shall always meet at least legal or industry minimum standards and shall be sufficient to meet the basic needs of personnel.

公司应确保固定的工作时间支付的工资应始终至少达到法律或行业最低工资标准，并应足以满足员工的基本需求。

The employer shall allow the workers to organise collective meetings and to assemble together with the aim of addressing issues of common concern (ILO Convention 87 & 98).

雇主应允许工人组织集体会议并聚集在一起讨论共同关心的问题(根据国际劳工组织公约第 87 号及第 98 号)。

## **19. Prohibition of Discrimination in Employment 禁止就业歧视**

19.1 The company ensures that all employees receive equal treatment independent of their race, sex, religion, national or social origin, caste, birth, disability, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other personal characteristics (ILO Convention 111).

公司确保所有员工得到平等待遇，不管种族、性别、信仰、国籍或社会出身、阶层、出身、残疾、性取向、家庭责任、婚姻状况、工会会员、政治意见、年龄或其它个人特点（根据国际劳工组织公约第 111 号）。

19.2 Employees are given the opportunity to report on incidents of discrimination.

如发生歧视事件，员工可上报。

## **20. Compliance with National Laws and Regulations 遵守国家法律法规**

20.1 The company respects all applicable national laws and regulations.

公司遵守所有现行的国家法律法规。

20.2 Local and migrant, seasonal and permanent employees receive equivalent benefits and employment conditions for equal work performed.

本土和外来的、季节性和固定的员工对于同等的工作表现须得到同等的福利及就业条件。

20.3 The management is obliged to cooperate with the respective public authorities

管理层必须与各自的公共机构合作。

## **21. Labour Contract 劳动合同**

21.1 All employees must have a legally binding written contract of employment signed by employee and employer including:

所有员工必须持有由雇佣双方签署的具有法律效力的书面合同，包括：

- description of the work  
工作说明
- hours of work  
工作时间
- amount of pay and overtime rates  
薪酬和加班费
- any deductions  
任何扣除款项
- holidays  
假期
- notice period  
通知期限

21.2 The company keeps a written employment register, listing – among other things – the name of the employee, the nature of work performed, the wages paid and the hours worked in overtime.

公司应保留书面雇佣记录，除其他事项外应列出雇员姓名、从事工作的性质、工资及加班时间。

21.3 Employees as well as subcontracted workers shall be allowed to organise collective meetings and to assemble together with the aim of addressing issues of common concern (ILO Convention 87 & 98).

允许员工以及转包工人组织集体会议并聚集在一起讨论共同关心的问题（根据国际劳工组织公约第 87 号及第 98 号）。

## **22. Working Hours, Rest and Vacations 工作时间、休息和假期**

22.1 Employees shall not be required to work in excess of the maximum working hours defined by national law or ILO regulations, whichever is the more stringent one.

不得要求雇员的工作时间超过国家法律或国际劳工组织规定的最高工作时间，以更严厉者为准。

22.2 Employees shall be provided with at least one day off for every seven-day period.

雇员每工作七天应至少休息一天。

22.3 Employees shall enjoy paid holidays according to the State regulations such as public holidays, annual leave, home leave, marriage and funeral leave and maternity leave.

根据国家法规规定，雇员应享有带薪年假，如法定假日、年假、探亲假、婚假、丧假和产假。

## **23. Wages 工资**

23.1 Wages paid to labourers by the employing unit shall not be lower than the local minimum wages. Equal remuneration for men and women workers for work of equal value is ensured (ILO Convention 100).

用人单位支付的劳务工资不得低于当地最低工资标准。同等价值的工作确保男女职工享有同等待遇（根据国际劳工组织公约第 100 号）。

23.2 The company ensures that payments are made regularly and in a timely manner and are properly documented

公司确保定期按时发放工资，并适当记录归档。

23.3 Wages and benefits composition are detailed clearly and regularly in writing for each pay period.  
应以书面形式定期清楚地详细记录每次支付期的工资及福利组成。

23.4 In case of labourers working on the basis of piecework, the employing unit shall rationally fix quotas of work and standards on piecework remuneration.  
若工人按件计酬，用人单位应合理安排工作配额及计件报酬标准。

23.5 Deductions for substandard work are clearly specified and reasonable  
应清楚合理规定低于标准下的工作扣款。

23.6 Deductions that are not legally required, such as housing, food or other services must be explained to and agreed upon by employees before the employment relationship becomes effective.  
非法律要求的扣款，如住房、食物或其它服务必须在雇佣关系生效前向雇员解释清楚并达成一致

## 24. Social Insurance 社会保险

24.1 Employer must register all employees in social security funds and pay social security contributions  
雇主必须为所有的员工在社会保障基金机构上进行登记并为其缴纳社会保险费。

24.2 The company shall keep a register for all employees recording the length of service, wage and social security contribution to old age, unemployment, and work-related injuries.  
公司应保存一份纪录所有雇员的服务期限、工资、以及养老、失业、工伤等社会保险金的登记册。

24.3 Employer shall provide insurance coverage against accident for each worker where social security does not exist.  
雇主应为每名工人提供社会保险范围不包含的意外保险。

## Environmental issues 环境问题

The company needs to ensure that the negative environmental impact of its activities is limited as far as possible. In particular, the company will not undertake any activities that through their environmental impact will have a negative effect on the quality of life in local communities and the livelihoods of the local population.

公司必须保证尽量缩小其活动造成的负面环境影响。尤其是公司不得从事任何可能对当地社区的生活质量和当地居民的生计造成环境负面影响的活动。

The company implements and carries out production policies that prevent and/or mitigate negative impacts on ground and surface water when using water for quarrying and processing operations. The potential creation of additional dust problems resulting from a minimized water use should be carefully taken into account.

当利用水进行开采和加工时公司应实行并执行生产政策，以防止和/或减轻对地下水和地表水的负面影响。应认真考虑由于低量用水可能造成其他粉尘问题。

## 25. Waste Management 废物管理

25.1 An study on how to reduce and recycle wastage must be undertaken and documented.  
必须对如何减少和回收利用废物进行研究，并形成文件。

25.2 Minimise production of waste, use all possibilities of waste separation or recycling and ensure the responsible disposal based on principles of sustainability.



尽量减少生产的损耗，利用废物分类或回收的所有可能性并确保在可持续发展原则的基础上尽责地处理废物。

- 25.3 Used cleaning rags are collected in flame-resistant containers with a lid.  
已用的清洁抹布应收集于耐火的带盖的容器内。
- 25.4 Waste must be disposed of at regular intervals.  
废物必须每隔一定时间就被处理掉。
- 25.5 Combustible waste, debris, and rubble must be collected and promptly removed from the workplace  
可燃废物，碎片以及碎石必须被收集并及时从工作场所中移除。
- 25.6 Waste water and waste materials are disposed of properly so that they might not endanger workers and inhabitants close by.  
废水及废料应妥当处理，确保不危及工人及附近居民。

## **26. Energy and Water Consumption 能源和水的消耗**

- 26.1 An study on how to save water and other consumables, and how to recycle waste water must be undertaken and documented  
必须对如何节约水资源和其它消耗品及如何回收利用废水资源进行研究，并形成文件。
- 26.2 The company must take appropriate measures to ensure economical use of electrical energy and water. All staff must know how to save energy and water.  
公司必须采取适当措施确保电能及水资源的节约使用。所有员工必须知道如何节约能源和水资源。
- 26.3 The company uses production methods that minimize water consumption.  
公司应使用耗水量少的加工方法。
- 26.4 Use only energy-efficient equipment and lighting systems.  
仅使用节能的设备和照明系统。
- 26.5 Machinery and equipment must be maintained regularly to stay energy efficient.  
机器及设备必须定期维护以保持节能。

## Part III: Fair Stone Social Standard for the Chain of Custody

### 第三部分：监管链的公平石材社会标准

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#### 1. General Obligations of Fair Stone Partners 公平石材合作伙伴一般义务

“Fair Stone” is a social label. Its main goal is to improve the labour conditions for workers in the natural stone industry in emerging economies. It is expected that Fair Stone Partners (importers and exporters) support the program of Fair Stone and actively contribute to its improvement and expansion.

“公平石材”是一个社会标签，其主要目标是改善新兴经济体天然石材行业工人的劳动条件。期望合作伙伴（进口商和出口商）支持公平石材计划，并为其完善及扩展做出积极的贡献。

The Fair Stone certification program gives partners a way to independently confirm compliance with minimum social, economic and environmental requirements throughout their supply chain. The Fair Stone certification program is a step by step process with an ample time schedule that allows even small-scale factories/Suppliers to get certified. The Fair Stone Certificate helps consumers recognize those quarries and factories of the natural stone industry that are responsibly managed.

公平石材认证项目给合作伙伴提供了一种能独立确认其供应链是否遵守了最低的社会，经济及环境要求的渠道。公平石材认证项目是个有充足时间循序渐进的过程，这样即使是小型工厂/供应商都可以获得认证。公平石材证书帮助消费者识别在天然石材行业中这些负责地管理的采石厂和加工厂。

The Standard is implemented in individual production units (quarries, factories) and not necessarily throughout the whole supply chain. However, the chain of custody from a registered quarry/ factory to the final destination in Europe includes certain duties for the companies involved.

该标准由独立的生产单位（采石厂、工厂）执行，而不必贯穿整个供应链。然而，从注册的采石厂/工厂到欧洲最终交付目的地的监管链包含所涉及公司的一定职责。

“Fair Stone” products are physically not different from others. Careful monitoring and supervision of the chain of custody therefore is of crucial importance to maintain credibility and the value of the brand “Fair Stone”.

“公平石材”产品实际上与其他产品一样，监管链的认真监控和管理以维护“公平石材”品牌的价值和可信度因此是相当重要的。

- 1.1 Partner should appoint one person who has overall responsibility for implementing the Fair Stone Standard.

合作伙伴应任命一位总负责人负责实施公平石标准。

- 1.2 If a Supplier already delivers to another Fair Stone Partner they will not be registered twice in the Fair Stone System. To minimize efforts and costs Fair Stone only controls and communicates with the Coordinator of this registered supplier.

如该供应商已向其他合作伙伴供货，则该供应商将不重复在公平石材系统上登记。

为减少精力和成本，公平石材仅对已注册供应商的协调者并与其沟通。

- 1.3 A Partner with his own chain of custody to may be registered with Fair Stone as Partner and Supplier at the same time.

有其独自の监管链的合作伙伴可同时在公平石材上登记注册成为合作伙伴和供应商。

#### 2. For the Attention of Partner's Suppliers 合作伙伴供应商注意事项

- 2.1 Partners decide which Suppliers of their supply chain they want to have included in the process. Partners notify WiN=WiN of the location of all business premises, contact details, products, material, scope of business and whatever information WiN=WiN may ask for each individual supplier's registration (Supplier Agreement).

合作伙伴应决定其供应链上哪些供应商要加入到此项目。合作伙伴应告知 WiN=WiN 各供应商的生产经营地址、详细联系方式、产品、材料、经营范围及任何 WiN=WiN 可能要求的用于各供应商在公平石材项下登记注册的各种信息（合作协议书）。

- 2.2 Partner submits for each Supplier a signed “Agreement of Cooperation” as a precondition of participation in the Fair Stone Program.

合作伙伴提交各供应商签署的“合作协议书”作为加入公平石材项目的前提条件。

- 2.3 Partner will ensure that Suppliers take the measures necessary to implement the Fair Stone Standard. The sole responsibility for implementation lies with the Partner but may be delegated.

合作伙伴应确保供应商采取必要措施执行公平石材标准。合作伙伴应对执行情况全权负责，但合作伙伴可对此进行委托。

- 2.4 Partner and WiN=WiN agree on a time schedule according to the Step by Step Manual for the implementation of the Fair Stone Standard at each of their suppliers.

根据逐步执行手册合作伙伴和 WiN=WiN 就每个供应商执行公平石材标准的时间计划达成一致。

- 2.5 A Partner who purchases products from a Supplier who has already submitted his Fair Stone Agreement of Cooperation to another Fair Stone Partner also strengthens and supports the implementation process according to the prior Step by Step manual which has already started.

从已为另一公平石材合作伙伴提交其公平石材合作协议书的供应商购买产品的合作伙伴可根据已开始执行的先前逐步执行手册同时加强和支持实施进程。

- 2.6 After 3 years the Fair Stone Standard should be completely implemented and an audit has to be carried out by an independent audit body on request of the Partner.

三年后，应完成执行公平石材标准并应合作伙伴要求由一独立审计机构对其进行审核。

### **3. Accuracy and Credibility of Supply Chain Management 供应链管理的正确性和可靠性**

- 3.1 Natural stones which are not from registered suppliers are never to be sold as Fair Stone products.

从未注册供应商处采购的天然石材产品不得以公平石材产品销售。

- 3.2 From the moment of supplier's registration all Fair Stone consignments must be entered into the “Tracing Fair Stone” web application: <http://fairstone.win--win.com>.

自供应商登记之日起，所有公平石材货物必须输入“公平石材跟踪系统”网站应用程序 <http://fairstone.win--win.com>。

- 3.3 Within the approved timeframe the Partner initiates independent auditing and certification of his chain of custody by external Fair Stone accredited auditor

在规定的框架内合作伙伴发起由公平石材认可的外部审核人员对其监管链进行独立审核和认证。

### **4. Marketing, Use of Fair Stone Label 营销及公平石材标签的使用**

- 4.1 The partner provides WiN=WiN with all necessary information for joint marketing.

合作伙伴向 WiN=WiN 提供联合营销的所有必要信息。

- 4.2 Partner uses the Fair Stone Certificate exclusively for the marketing of Fair Stone products.

合作伙伴仅使用公平石材证书于公平石材产品的营销。

- 4.3 All use of logo must be in compliance with the current guidelines for the use of the Fair Stone logo.

标志的使用必须遵守现行的公平石材标志使用指南。

**5. Reporting to WiN=WiN 向 WiN=WiN 报告**

- 5.1 Annually reports on the progress of standard implementation and on major events have to be submitted to WiN=WiN without request.

标准执行进度的年度报告以及重大事件报告应主动提交至 WiN=WiN。

- 5.2 Partner accepts unannounced visits by Fair Stone Representatives at any time.

合作伙伴随时接受公平石材代表的突击访问。

- 5.3 For monitoring and internal as well as external controls complete documentation of all relevant activities is necessary.

为便于监督以及内外部的控制，对于所有相关活动进行完整的文件编制是必须的。

- 5.4 The Step by Step Documentation has to be completed quarterly and sent to WiN=WiN.

每季度应完成逐步执行文件并提交至 WiN=WiN。

## Part IV: Fair Stone Standard for Associated Partners

### 第四部分：关联合作伙伴的公平石材标准

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“Associated Fair Stone Partners” are retailers, stone masons and other commercial clients of the partners who intend to support the Fair Stone program and which strengthen their marketing by benefiting from the Fair Stone label. They are not official Fair Stone importers and thus have no responsibility for implementing the Fair Stone Standard at their overseas suppliers.

“关联公平石材合作伙伴”是指零售商、石匠及有意支持公平石材项目并通过公平石材标签获益从而加强其市场营销的合作伙伴的其他商业客户。他们不是正式的公平石材进口商，因此不对海外供应商的公平石材标准执行情况负责。

1. Registered Associated Fair Stone Partners have the right to use the Fair Stone label and the Fair Stone certificate according to the terms and conditions set forth in the licence agreement. The licence is non-transferable and subject to fees. All rights concerning the label remain with WiN=WiN.

根据许可协议阐明的条款，注册的关联公平石材合作伙伴有权使用公平石材标签及公平石材证书。该许可需付费且不得转让。关于公平石材标签的所有权归 WiN=WiN 所有。

2. Associated partners receive an individual Fair Stone Certificate which contains name and address of the Associated Partner.

各关联合作伙伴将获得包含其名称及地址的独立公平石材证书。

3. They will be listed as Fair Stone dealer on the Fair Stone website [www.fairstone.win-win.com](http://www.fairstone.win-win.com).

关联合作伙伴将作为公平石材经销商被列在公平石材网站上 [www.fairstone.win-win.com](http://www.fairstone.win-win.com)

4. WiN=WiN will provide specific marketing support for Fair Stone products on request.

一经要求 WiN=WiN 将为公平石材产品提供特别的营销支持。

5. Associated Partners are not allowed to mix Fair Stone goods with ordinary goods that do not come from Fair Stone production, to hand down the fair Stone certificate to third party or to modify or copy the label.

关联合作伙伴不得将公平石材产品与其他非来自公平石材生产的普通产品相混淆，不得将公平石材认证转让予第三方，不得更改或复制标签。

6. Associated Partners particularly agree to accept unannounced compliance visits and to provide each and any information the inspectors might ask for to verify the Fair Stone delivery chain.

关联合作伙伴应明确同意接受突击检查并提供检查人员要求的每个及任何信息以核实公平石材交付链情况。

7. The partners keep a record of in-and-out commissions of Fair Stone material and allow WiN=WiN to examine the files.

合作伙伴应保存公平石材材料的进/出委托记录并允许 WiN=WiN 检查此类文件。

8. The license is valid for 1 year and will be renewed automatically year after year unless it is terminated by written notice 3 months prior to expiration date.

许可证有效期为一年，可自动连续更新。除非在有效期前三个月以书面形式通知终止许可证。

9. The licence agreement becomes null and void if the licensee breaches any obligations or commits an infringement of the label. The Associated Partner must return the Fair Stone Certificate. In case of deliberate unauthorized use of the label a penalty of up to 5.000 € shall be due.

如许可证持有者违反任何义务或对标签侵权，许可协议将视为无效。关联合作伙伴必须退还公平石材证书。如发现有预谋的未经授权使用标签，应处罚达 5.000 €的罚金。

## Part V: Management System 管理系统

WiN=WiN, Agency for global Responsibility, has developed Fair Stone in cooperation with the International Social Security Association (ISSA), international experts for human/labour rights and environment as well as trading companies. The start was co-financed by funding of the German government (DEG). Fair Stone is a worldwide applicable standard that addresses all professional criteria for prevention and care in the natural stone industry. It is feasible and fulfils the growing demand for social and environmental standards in international trade.

WiN=WiN 系全球责任代理机构，与国际社会安全协会 (ISSA)、人权/劳动权和环境方面的国际专家以及贸易公司合作开发了“公平石材”。起初由德国政府赞助成立。公平石材是一个全球性适用的标准，致力于预防和关注天然石材行业的所有专业准则。具有可行性并满足国际贸易中社会和环境标准不断增长的需求。

Worldwide Fair Stone provides orientation to companies which intend to improve the working conditions in their quarries and factories. Increasingly the Fair Stone label will strengthen the marketing of our partners.

全球性公平石材为这些有意改善采石厂和工厂工作条件的公司指明方向。公平石材标签将不断加强我们合作伙伴的市场营销。

A label is a promise. It is the task of WiN=WiN to maintain the Fair Stone promise and never give reasons to any stakeholder for disappointment.

一个标签即为一个承诺。WiN=WiN 的任务就是维护公平石材的承诺，不以任何理由让任何利益相关者失望。

WiN=WiN shall treat all data and information supplied by partner and his suppliers as strictly confidential. This data may only be disclosed with the partner's written consent. WiN=WiN shall e.g. not disclose partner's supply chain participants. Suppliers' names are encoded prior to entry in the Tracing Fair Stone system.

WiN=WiN 对合作伙伴及其供应商提供的所有数据和信息严格保密。仅在征得合作伙伴的书面同意后，方可透露其数据。如 WiN=WiN 不会透露合作伙伴供应链成员信息。在进入公平石材跟踪系统前，将对供应商名称进行编码。

Fair Stone is a young standard focussing on social and additionally environmental criteria. WiN=WiN will continue the international stakeholder dialogue which is an integral part of the standard.

公平石材是个新发展的标准，关注于社会和环境的标准。WiN=WiN 将继续与国际参与方对话，这也是该标准必不可少的一部分。

WiN=WiN will continuously encourage its partners and suppliers to make all efforts in their quarries, factories and chains of custody to implement "Fair Stone". We are convinced that a self confident management is an effective driving force for progress. Controls and penalties are indispensable but have merely supportive functions.

WiN=WiN 将不断鼓励合作伙伴和供应商尽最大努力在采石场、工厂和监管链中执行公平石材标准。我们相信自我努力管理是进程的有效推动力。控制和惩罚是必不可少的，但仅仅是起辅助支持作用。

The control of documentation, the inspection of our partners' and suppliers' premises, unannounced visits and continuous efforts regarding credibility and transparency are necessary to make Fair Stone a worldwide success.

对于文件的控制、合作伙伴及其供应商经营场址的检查、突击访问及在可信度和透明度方面的不懈努力都是使公平石材在全球范围获得成功的必要措施。

In cooperation with ISSA and other experts WiN=WiN offers partners and suppliers consulting and training at additional costs.

同国际社会保障协会 ( ISSA ) 及其他专家的合作 , WiN=WiN 可向合作伙伴和供应商提供咨询和培训服务 , 费用另计。

A standard must be feasible, acceptable and, where possible, avoid any additional costs. The criteria for avoiding unnecessary burdens are essential for Fair Stone.

标准应具有可行性、可接受性的、如有可能 , 应避免产生额外费用。避免不必要的负担这项准则对于公平石材是必要的。



## 1. Structure of Fair Stone Management System 公平石材管理系统结构

- 1.1. Fair Stone is centrally managed through WiN=WiN headquarter by a General Manager, an Administrative Officer as well as a Communication Officer.

公平石材由 WiN=WiN 总部的一位总经理、一位行政人员和一位沟通人员集中管理。

- 1.2. Regional Fair Stone Representatives are employed by WiN=WiN. They are responsible for all Fair Stone activities in the regions of all registered supply chains. At the moment WiN=WiN has representatives in the following regions: Fujian and Shandong, China, South and North India, Vietnam. Other regions will follow. Regional Fair Stone Representatives report to Fair Stone Headquarter.

区域公平石材代表由 WiN=WiN 聘用，负责所在地区所有注册的供应链的所有公平石材事务。

目前，WiN=WiN 在下列地区设有代表：中国福建和山东、南印度和北印度、越南。其它地区正在筹备中。区域公平石材代表应向公平石材总部报告。

- 1.3. Fair Stone Coordinators are employed by Fair Stone Partners' registered companies. They report to their managers but keep also close contact with WiN=WiN and their regional Fair Stone Representative.

公平石材协调者由各公平石材合作伙伴注册的公司聘用。他们向各自经理报告，但同时与 WiN=WiN 及其区域公平石材代表保持密切联系。

- 1.4. Each quarry and factory registered in the Fair Stone system has to appoint at least one person who is responsible for implementing the Fair Stone Standard in his production unit. For large production units with many employees it is recommended to have a Fair Stone Manager for each section of the standard (safety/health, human/labour rights and environment).

在公平石材系统注册的每个采石场和工厂应至少指定一名人员负责其生产单位执行公平石材标准。对于拥有众多雇员的大型生产单位，建议在执行标准的各个环节（安全/健康、人权/劳动权和环境）都设立公平石材负责人。

## 2. Support and Control Mechanism 支持与控制机制

- 2.1 Fair Stone Partners and their suppliers are responsible to implement the standard in the quarries and factories. The contract of cooperation between WiN=WiN and the partner contains a mutually agreed annual implementation plan. A report about the implementation process has to be delivered by the partner without request two months after the end of each year.

公平石材合作伙伴及其供应商应负责各自的采石场和工厂执行标准。WiN=WiN 与合作伙伴达成的合同包含双方约定的年度执行计划。合作伙伴应在每年度结束后两个月主动提交执行进展报告。

- 2.2 Partners and their suppliers are required to enter each consignment of Fair Stones into the "Tracing Fair Stone" web application. They get their individual access code and are instructed how to use the software.

合作伙伴及其供应商的每一批公平石材货物必须输入“公平石材跟踪系统”网站应用程序，他们将获得单独的访问码并得到怎样使用软件的指示。

- 2.3 Partners and their suppliers have to accept unannounced site visits by Fair Stone staff members. Such visits will take place at least every sixth months.

合作伙伴及其供应商应接受公平石材职员对其现场的突击访问。此类访问至少每半年进行一次。

- 2.4 Headquarter and regional representatives of Fair Stone provide training and inspection material to their partners for implementation of the standard.

公平石材总部和区域代表给其合作伙伴提供执行标准的培训和检查材料。

- 2.5 Training courses and supportive inspection visits are offered by WiN=WiN to partners and suppliers free of charge to a limited extent. Additional training courses and visits can be booked and shall be charged at cost.

WiN=WiN 向合作伙伴及其供应商在一定范围内免费提供培训课程及支持性检查访问。额外的培训课程和访问可预定并按成本收费。

### **3. Auditing 审核**

- 3.1 According to the approved timeframe (three years) an independent auditing will be conducted at the request and expense of Partner or Supplier by Fair Stone accredited international audit companies.

根据约定的时间框架（三年），经合作伙伴或供应商的要求，将由公平石材认可的国际审核公司对其进行独立审核。费用由合作伙伴或供应商承担。

- 3.2 Auditing guidelines define the minimum level of acceptable performance required to meet the standard.

审计指导方针明确规定可接受的符合标准的最低程度。

- 3.3 The audit report remains confidential and is addressed to the partner and/or supplier. A copy is sent to WiN=WiN.

审核报告保持机密性，仅发送给合作伙伴和/或供应商，抄送一份至 WiN=WiN。

- 3.4 In case the audited quarry or factory does not meet the standard the management of the supply chain has another year to fulfil the requirements. A second audit becomes necessary. If the standard is not met the supply chain loses the right to use the Fair Stone label.

如采石场或工厂经审核达不到标准要求，供应链管理层还有一年的时间争取达到要求。到期后对其进行第二次审核。如仍未达标，供应链将丧失使用公平石材标签的权利。

- 3.5 Audit organizations and their auditors are trained in the Fair Stone Standard. They shall be registered after having passed exams successfully.

审核组织及其审核人员应按该标准进行培训，只有通过考核后方可注册登记。

### **4. Advisory Board, External Support 顾问团及外部支持**

- 4.1. WiN=WiN is supported by an advisory board of independent personalities to develop and steer Fair Stone and to advance Fair Stone's reputation.

WiN=WiN 由一个独立人员组成的顾问团支持，以开展和引导公平石材并提升公平石材名誉。

- 4.3. WiN=WiN intends to extend the advisory board by personalities/experts from China, India and other regions where Fair Stone is active.

WiN=WiN 想通过纳入中国、印度及其它公平石材运行地区的个人/专家们来扩大顾问团。

### **5. Marketing 营销**

- 5.1. After complying with all entry requirements Fair Stone Partners may use the logo for their marketing. They are obliged to follow the guidelines for the use of the Fair Stone Logo.

遵从所有进入要求后，公平石材合作伙伴可在营销活动中使用该标签。合作伙伴有义务遵循公平石材标签使用指导方针。

- 5.2 WiN=WiN actively promotes the Fair Stone concept through marketing and communication. This will be achieved by the following activities:

WiN=WiN 通过营销和交流积极推广公平石材概念，将通过下列活动中实现：

- WiN=WiN visits trade fairs, keeps steady contact to journalists, specialised newspapers, magazines and stakeholders to constantly raise awareness about the Fair Stone Project. The partner provides addresses and names of those media which are instrumental to their business to get direct support for marketing/public relations activities.  
WiN=WiN 参观贸易展会，与记者、专业报纸、杂志和参与方保持紧密联系，以不断提高人们对于公平石材项目的意识。合作伙伴提供对其生意有帮助的此类媒体的地址和名称，以获得营销/公共关系活动的直接支持。
- WiN=WiN organises press conferences, seminars, workshops and lectures to public authorities as well as other stakeholders.  
WiN=WiN 组织新闻发布会、研讨会、专题会和讲座，邀请公共机构以及其它参与方参与。
- WiN=WiN encourages buyers to ask for and purchase Fair Stone products wherever possible. Thus Fair Stone Partner will reach customers who care for sustainable production.  
WiN=WiN 处处鼓励买家要求和购买公平石材产品，因此公平石材合作伙伴将得到这些关注可持续性生产的客户。
- WiN=WiN promotes and supervises the work of Fair Stone Partners and suppliers through a worldwide net of local offices in the exporting and importing countries.  
WiN=WiN 通过在进出口国家当地办事处的全球性网络推广并监督公平石材合作伙伴及供应商的工作。
- A necessary part of successful marketing and communication is a steady dialogue between WiN=WiN and Partners. Also continuous monitoring of activities and results is required to demonstrate the effectiveness of the implemented systems.  
成功的营销和沟通的一个必不可少部分是 WiN=WiN 和合作伙伴之间开展稳定的对话。同时必须对活动及结果进行不断监控以证明系统实施的有效性。