



PORSCHE

**Code of Conduct
for Business Partners
业务伙伴行为准则**

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Foreword 前言

Porsche is a global company with desirable products, a long tradition and strong values. Integrity, compliance and sustainability are a matter of course for management and employees and are the basis for the company's success.

保时捷是一家拥有优质产品、悠久传统和强大价值观的全球性公司。诚信、合规与可持续性与管理层和员工行为方式，也是公司成功的基石。

As a manufacturer of premium products, our customer's expectations are, rightly so, especially high. The customers want to be able to identify themselves with Porsche in an unconditional manner. That is why Porsche is committed to act responsibly and exemplary in every situation. Porsche expects such behavior not only from its employees but also from its business partners in order to guarantee long-term success. This includes adhering to applicable laws at all times, respecting ethical values and acting sustainably.

作为一家高端产品制造商，客户对我们当然抱有很高的期望。客户希望能够毫无条件地像保时捷一样定位自己。因此，保时捷承诺在各种情况下均作为榜样以负责任的方式行事。保时捷不仅期望其员工如此行事，而且对业务伙伴亦有同样期待，以确保长期的成功。这包括始终坚持遵守法律规定、尊重道德价值和并可可持续的方式行动。

With this Code of Conduct for Business Partners, Porsche defines the fundamental principles to ensure compliance by business partners. This applies to all interaction with customers, business partners, suppliers, competitors and public officials in addition to dealing with their own employees.

通过本《业务伙伴行为准则》，保时捷定义了业务伙伴合规的基本原则。本《业务伙伴行为准则》适用于客户、业务伙伴、供应商、友商和公职人员，及其员工的所有交往。

The Code of Conduct for Business Partners is a summary of the most important principles. As a guideline, they define Porsche's expectation beyond legal requirements for all business partners.

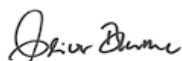
《业务伙伴行为准则》总结了最为重要的原则。作为指导方针，其定义了法律规定之外保时捷对于所有业务伙伴的期望。

Stuttgart-Zuffenhausen, July 2020

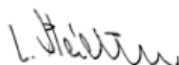
斯图加特，祖芬豪森，2020年7月

Dr. Ing. h.c. F. Porsche AG

保时捷股份公司



Oliver Blume



Uwe-Karsten Städter

Chairman of the Executive Board

执行董事会主席

Member of the Executive Board Procurement

执行董事会成员（采购）

Scope 适用范围

The “Volkswagen Group requirements for sustainable development with regard to the relationship with business partners (Code of Conduct for Business Partners)” apply to Porsche (Dr. Ing. h.c. F. Porsche AG and its Group Companies). You can find these requirements under the following link: www.vwgroupsupply.com (→ Cooperation → Sustainability). The “Volkswagen Group requirements for sustainable development with regard to the relationships with business partners (Code of Conduct for Business Partners)” are supplemented by the following Code of Conduct for Business Partners of Porsche. “大众汽车集团关于业务伙伴关系可持续发展管理的要求(业务伙伴行为准则)”适用于保时捷(保时捷股份公司及其集团公司)。您可以在以下链接中找到这些要求：www.vwgroupsupply.com (→ 合作 → 可持续发展)。“大众汽车集团关于业务伙伴关系可持续发展管理的要求(业务伙伴行为准则)”由以下《保时捷业务伙伴行为准则》补充。

The Code of Conduct for Business Partners is applicable to all business partners of Porsche. These include suppliers (every business partner which supplies goods, materials or services) as well as other partners who represent Porsche such as consultants, sales agents, lobbyists, importing agencies and dealers, sales-, marketing- and sponsoring partners, joint venture and consortium partners, etc. as well as their respective employees.

《业务伙伴行为准则》适用于保时捷的所有业务伙伴。其中包括供应商(供应货物、材料或服务的每个业务伙伴)以及代表保时捷的其他合作伙伴,如顾问、销售代理、说客、进口代理和经销商、销售、营销和赞助伙伴、合资企业和联合体伙伴等,及其各自的员工。

In the event that Porsche’s business partners appoint other third parties (subcontractors or representatives) in the context of business relations with Porsche, the business partners are obligated to forward this Code of Conduct for Business Partners to their respective business partners and to commit them accordingly. 如果保时捷的业务伙伴在与保时捷的业务关系中指定其他第三方(分包商或代表),业务伙伴有义务向其各自的业务合作伙伴传达本《业务伙伴行为准则》,并要求其作出相应承诺。

Responsibility as a member of society 作为社会成员的责任

1. Human rights 人权

Porsche’s business partners are committed to comply with internationally accepted human rights including the prevention of modern forms of slavery and human trafficking in the supply chain. They are to offer their employees fair working conditions, which at least meet the minimum standards mandated by applicable laws as well as the core labor standards prescribed by the International Labour Organization (ILO). They ensure the work or service contract employee’s accommodations are adequate for the respective country of employment.

保时捷的业务伙伴致力于尊重国际公认的人权,包括拒绝供应链中的现代奴隶和人口贩卖。业务伙伴应为员工提供公平的工作条件,至少应符合法律规定的最低标准以及国际劳工组织(ILO)规定的核心劳动标准。业务伙伴应确保其从事工程或劳务承包的员工在各自受雇国家有适当的住宿条件。

2. Equal opportunity and equal treatment 机会均等和平等待遇

The business partners of Porsche ensure that equal opportunities are afforded to those in their respective organizations and do not tolerate discrimination in any form. They treat their employees equally regardless of ethnic or national origin, sex, religion, views, age, disability, sexual orientation, skin color, political views, social background or any other characteristics protected by law.

保时捷的业务伙伴确保向其人员提供均等的机会,并绝不容忍任何形式的歧视。业务伙伴应平等对待员工,不论其种族或民族、性别、宗教、世界观、年龄、身体缺陷、性取向、肤色、政治态度、社会出身,或任何其他受法律保护的特征的差异。

3. Freedom of association 结社自由

Porsche’s business partners are to respect the rights of employees to form and join labor unions and employee representations, where local laws do not restrict this. They ensure that employees who seek to improve working conditions do not have to worry about disadvantages.

在当地法律对此未作限制的情形下,保时捷的业务伙伴应尊重员工组建和加入工会与员工代表组织的权利。业务伙伴应确保寻求工作条件改善的员工不必担心由此产生不利后果。

4. Avoiding slavery and child labor 不得奴役和不雇佣童工

The business partners of Porsche tolerate no form of slavery or child labor. They ensure that employees can terminate their working relationship within a reasonable period of time and that the

legal age minimum for employees is met. They especially comply with the minimum age employment standards prescribed by the International Labour Organization.

保时捷的业务伙伴绝不容忍任何形式的奴役或童工。业务伙伴应确保员工可以在合理的期间内终止工作关系，并确保员工满足最低法定年龄。尤其须符合国际劳工组织规定的最低就业年龄标准。

5. Fair compensation and working hours 公平薪酬和工作时间

Porsche's business partners ensure fair compensation to their employees in accordance with no less than the legal minimum wage requirements. In the event that such standards do not exist, the payment is based on industry-specific, local compensation and benefits standards, which allows employees a decent living. Working hours are at least equivalent to the applicable laws and industry-standards of the respective national economic sectors. The International Labour Organization's Convention on the limitation of working hours and rest periods are to be complied with as a minimum standard at any time.

保时捷的业务伙伴应确保其员工的公平薪酬高于最低工资标准。如不存在这些标准，薪酬的标准应结合具体行业，参考当地工资和福利标准，以确保员工适当的生活水平。工作时间应符合可适用的法律及国家相关产业部门的行业标准。在任何时候，国际劳工组织关于工作时间和休息休假的公约都将作为最低标准予以遵守。

6. Due diligence in the supply chain for minerals from conflict and high-risk areas 受冲突影响和高风险地区矿业供应链尽职调查

Porsche requires that its business partners involved in the supply chain avoid any minerals that are mined or refined in areas of conflict. Minerals are considered as conflicted when non-state militia groups are directly or indirectly supported through mining, transport, trading, handling, processing or export of such minerals. Information regarding business partners or subcontractors and their use of mined or refined minerals such as tin, tantalum, tungsten and gold must be submitted, if requested by Porsche.

保时捷要求其供应链中的业务伙伴避免使用在冲突地区开采和提纯的矿物。当矿物通过开采、运输、交易、处理、加工或出口方式直接或间接用于资助非政府武装势力时，这些矿物被视为冲突矿物。如果保时捷提出要求，业务伙伴们必须提交有关其自身或其分包商的信息，以及他们对锡、钽、钨和金等开采或提炼物的使用情况。

7. Environmental protection 环境保护

The business partners of Porsche comply with applicable environmental and energy laws, use natural resources efficiently and minimize the environmental impact with regard to production processes and products. They guarantee the environmental compatibility of their products and their production and are responsible for reducing emissions and the usage of energy and water. They comply with applicable emissions and wastewater regulations as well as cleaning requirements. The business partners also comply with waste disposal regulations. They avoid waste and attempt to utilize state-of-the-art materials in their business. In order to ensure this, they will implement a waste disposal concept focusing on state-of-the-art separation of waste at its point of disposal. The business partners comply with the legal requirements regarding the storage and handling of hazardous materials. A hazard risk analysis will provide the basis to identify potential substitute materials as well as providing safety measures for employees and the environment.

保时捷的业务伙伴应遵守现行环境和能源法律，高效利用自然资源、减少生产过程和其产品对环境的影响。业务伙伴须确保其产品和生产过程的环保性，他们有责任减少水和能源的使用并降低污染排放。业务伙伴应遵守现行的气体和废水排放法规以及清洁要求。业务伙伴也应遵守废物处理的相关规定。业务伙伴应避免浪费，并有意愿在其业务中利用先进材料。为了达到此目标，业务伙伴应实施废物处理理念，其重点是在废物处理环节中实施最新的垃圾分类标准。业务伙伴应遵守关于储存和处理危险品的法律要求。对危险风险分析将用于确定潜在的替代性材料以及用于为其员工和环境提供安全措施。

Environmental and energy topics should be considered early on in all relevant business processes and decisions such as investments and the planning of new buildings and plants. Corporations with a high relevance to the environment should test their environmental and energy management systems and possibly procure a certificate from an independent institution.

环境和能源考量应在商业流程和决策的早期进行，例如投资决策和计划新建筑和新工厂的决定。与环境保护有高度关联的公司应当测试其环境和能源管理系统并在可能的情况下获得独立机构出具的认证。

8. Product conformity and product safety 产品符合性及安全性

Porsche's business partners take responsibility concerning product conformity and safety. They comply with applicable product safety laws and regulations, especially the laws regarding safety, description and packaging of products as well as the usage of hazardous materials and minerals. They ensure that all delivered products and services meet the contractual terms regarding product conformity and product safety (and quality) and that they can be used safely for their intended purpose.

保时捷的业务伙伴应有责任保证产品符合性及安全性。业务伙伴应遵守产品安全法律法规的标准，特别是应符合有关产品安全、产品说明、产品包装以及使用有毒有害材料和矿物方面的法律法规。业务伙伴应确保所有交付的产品和服务符合有关产品符合性及安全性(和质量)的合同条款，并确保这些产品可以安全地用于预期目的。

Responsibility as a business partner 业务伙伴的责任

9. Conflicts of interest 利益冲突

The business partners of Porsche make decisions exclusively on the basis of objective criteria and do not allow themselves to be swayed by personal interests or relations.

保时捷的业务伙伴应仅根据客观标准做出决定，不受个人利益和个人关系的影响。

10. Prohibition of corruption 禁止腐败

Porsche's business partners do not tolerate corruption and take measures to avoid them. They ensure that no inadmissible benefits or gratuities (such as gifts, invitations, donations or sponsoring engagements) are offered or accepted in business with customers, public officials or other third parties. This is especially relevant with regard to so-called "facilitation payments", i.e. illegal payments to public officials or authorities to speed up administrative matters.

保时捷的业务伙伴不应容忍任何腐败行为，并应采取措施坚决避免此类行为。业务伙伴应确保在与客户、官员或其他第三方主体的商业活动中不会提供和接受任何不允许的利益或好处（如礼品、邀请、捐赠或赞助活动）。特别是要禁止所谓的“通融费”，即向官员或者政府机构提供的非法款项，以加速行政事务的进程。

11. Fair and free competition 公平和自由竞争

The business partners of Porsche allow free and fair competition and comply with the applicable antitrust and competition laws. They do not enter into any anti-competitive agreements with competitors, suppliers or customers and do not abuse a potential dominant market position.

保时捷的业务伙伴允许自由和公平竞争以及遵守适用的反垄断和其他有关竞争的法律法规。业务伙伴不应与其他竞争对手、供应商以及客户达成任何违反竞争的协议以及不应滥用潜在市场支配地位。

12. Prohibition of money laundering and terrorism financing 禁止洗钱及资助恐怖主义

Porsche's business partners only do business with integer and well-known partners. They ensure that these comply with applicable money laundering prevention and combating terrorism financing law. Furthermore, they make sure that suspicious activities are reported to the relevant authorities.

保时捷的业务伙伴只应与廉正和知名的业务伙伴开展业务。业务伙伴应确保该等业务符合适用的反洗钱和打击资助恐怖主义的法律要求。此外，业务伙伴应确保可疑活动已上报至有关部门。

13. Export control and customs 出口管制和关税

The business partners of Porsche comply with all provisions for importing and exporting goods, services and information. They fulfill the requirements of customs and foreign trade regulations in all countries of business activity.

保时捷的业务伙伴在进出口商品、服务和信息方面应遵守所有法律法规。业务伙伴应满足商业活动涉及的所有国家在关税和对外贸易方面的要求。

14. Taxes, accounting and financial reporting 税务、会计和财务报告

Porsche's business partners comply with the applicable tax laws and the statutory provisions for proper accounting. They report about their business activities truthfully and in accordance with applicable laws.

保时捷的业务伙伴应遵守适用的税务和会计准则的法律法规。业务伙伴应根据法律规定如实报告其经营活动。

15. Retention of subcontractors 分包商的雇用

The business partners of Porsche are not only responsible for their own conduct but also for any intermediaries (subcontractors or representatives) that they retain in order to fulfill their business obligations for Porsche. They select these partners carefully based on objective criteria and in accordance with the principles of this guideline and make sure that they comply with them as well.

保时捷的业务伙伴不仅要对自己的行为负责，而且要对他们为履行对保时捷的商业义务而聘请的任何中间商（分包商或代表）负责。业务伙伴应根据客观标准和本准则的原则谨慎选择这些合作伙伴，并确保他们同样遵守这些原则和标准。

Responsibility in the workplace 工作场所的责任

16. Occupational safety and healthcare 职业安全和健康

The business partners of Porsche ensure safety and healthcare in the workplace, which meets the minimum legal standards. Porsche expects its business partners to avoid occupational safety and health hazards as well as work-related illness for their employees. Hazards are to be eliminated at the source. Technical and organizational safety measures have priority over personal safety gear in ensuring the prevention of accidents.

保时捷的业务伙伴应确保工作场所的安全和健康达到法律的最低标准。保时捷期待其业务伙伴避免其雇员面临职业安全和健康危害以及职业病。危险应从源头消除。为确保避免事故，技术性和组织性的安全措施优于个人安全防护设备。

The business partners commit themselves to comply with occupational medical prevention and generally strive for an operational health promotion for continuous improvement of the work conditions.

业务伙伴应承诺实行职业医疗预防措施，并竭力促进职业健康，以持续改善工作条件。

17. Data protection 数据保护

The business partners of Porsche comply with applicable data protection laws to protect the personal data of employees, customers, business partners and other affected parties.

保时捷的业务伙伴应遵守适用的数据保护法以保护其员工、客户、其业务伙伴和其他相关方的个人信息。

18. Security and protection of information, know-how and intellectual property 信息、专有知识和及知识产权的安全和保护

Porsche's business partners protect the know-how, patents, operational and business secrets of Porsche and third parties reasonably and keep such information safe. Confidential information should not be published or disclosed to unauthorized third parties or be made available in any other form.

保时捷的业务伙伴应合理地保护保时捷和第三方的专有知识、专利、经营和商业秘密，并保证这些信息的安全。业务伙伴不得向未经授权的第三方公布或披露或以任何其他形式提供机密信息。

Adherence to Code of Conduct for Business Partners 业务伙伴对于行为准则的遵守

19. Obligations of business partners 业务伙伴的义务

The business partners of Porsche are obligated to comply with the principles of this guideline. They ensure that their employees are aware of and adhere to this Code of Conduct for Business Partners. They support their employees in acting legally and with integrity.

保时捷的业务伙伴有义务遵守此准则的原则。业务伙伴应确保其职员知晓并遵守此准则。他们应支持其职员依法并诚信的行事。

In addition to this, the business partners are obligated to forward this Code of Conduct for Business Partners to their respective business partners and to ensure that they conduct their business in accordance with this guideline.

此外，业务伙伴有义务向他们各自业务伙伴传达此准则并确保他们的商业活动符合此准则。

The business partners of Porsche are obligated to report reasonable suspicions of potential violations related to Porsche to the Whistleblower System of Porsche. Violations are intentional or negligent violations of applicable law (e.g. laws, ordinances, etc.) or internal company regulations, particularly violations of the Code of Conduct as well as violations of contractual obligations by employees of the Porsche Group that they commit in connection with or on the occasion of their work for the

Porsche Group. The Whistleblower System is responsible for the acceptance and processing of tips of potential violations by employees of the Porsche Group. Every tip is treated confidentially, neutrally and fairly. Determined Violations are promptly remedied and appropriately sanctioned. Whistleblowers do not have to fear sanctions or other disadvantages in submitting tips to the Whistleblower System. Whistleblowers and persons implicated are particularly protected by a fair and transparent process. The abuse of the Whistleblower System is not tolerated, but rather sanctioned. For submitting a tip, the Porsche internal Whistleblower Office and external lawyers (so-called ombudspersons) are available with various reporting channels. The ombudspersons are available to whistleblowers as contact persons around the clock via various reporting channels free of charge. They treat all instructions as part of their attorney-client privilege confidential and guarantee the whistleblowers (if needed) anonymity.

保时捷的业务伙伴有义务向保时捷的举报人系统报告和保时捷相关的潜在违法违规行为的合理怀疑。违法违规行为是指故意或过失违反适用法律（如法律、法令等）或公司内部规章的行为，特别是保时捷集团员工在为保时捷集团工作或从事与此相关的工作时违反行为准则以及违反合同义务的行为。举报人系统负责接受和处理保时捷集团员工的潜在违法违规行为的举报线索。每一条举报线索都会得到保密、中立和公正的处理。对已确定的违法违规行为，将及时进行补救并给予适当的处罚。举报人在向举报人系统提供线索时不必担心受到惩罚或其他不利因素。举报人和被举报人特别受到公平和透明程序的保护。滥用举报人系统的行为不会被容忍，而是会受到制裁。保时捷内部的举报办公室和外部律师（即外部监督员）提供各种举报渠道以接受举报线索。外部监督员作为联系人，通过各种举报渠道全天候免费为举报人提供服务。他们将所有指示作为其律师-当事人特权的一部分予以保密，并保证举报人(如有必要)匿名。

Contact data Porsche internal Whistleblower Office

保时捷内部举报办公室联系方式

Address	Dr.Ing. h.c.F. Porsche AG
地址	GR-Whistleblower Office
	Porscheplatz 1
	70435 Stuttgart
	Germany
Phone	+49 (0)711 911-244 44
电话	
Fax	+49 (0)711 911-263 96
传真	
E-Mail	hinweisgeberstelle@porsche.de
电子邮件	

Contact data external Ombudspersons

外部监督员联系方式

	Attorney-at-Law	Attorney-at-Law
	Dr. Rainer Buchert	Thomas Rohrbach
Address	Bleidenstraße 1	Wildg äßchen 4
地址	Germany	Germany
	60311 Frankfurt	60599 Frankfurt
Phone	+49 (0)69 71 03 33 30	+49 (0)69 65 30 03 56
电话		
Fax	+49 (0)69 71 03 44 44	+49 (0)69 65 00 95 23
传真		
E-Mail	dr-buchert@dr-buchert.de	rohrbach@ra-rohrbach.de
电子邮件		

24/7-Hotline +49 (0)69 65 30 04 90

24/7-服务热线

Online www.porsche.com/whistleblower-system
网址 (here, information can be given to the ombudspersons via an anonymous mailbox using an alias name; so-called Business Keeper Management System/BKMS)
(在此, 信息可以以化名形式通过匿名邮箱提供给外部监督员; 即所谓商业维持者管理系统/BKMS)

Porsche reserves the right to audit on a case-by-case basis the adherence to the principles of this guideline after prior notification to the business partner. Such audits will be conducted by experts along with representatives of the business partner in accordance with applicable local laws.

保时捷保留在事先通知其业务伙伴后, 在个案基础上对业务伙伴是否遵守本准则的原则进行审计的权利。此类审计将由专业人士与业务伙伴的代表根据当地法律法规进行。

20. Legal consequences of violations of the principles of this guideline 违反本准则原则的法律后果

Porsche considers the adherence to the principles of this guideline as essential for each contractual relationship. If the business partners do not comply with the principles of this guideline, Porsche is justified to terminate the business relationship in an extraordinary manner.

保时捷认为, 遵守本准则的原则对于任一合同关系而言都至关重要。如果业务伙伴不遵守这些原则, 在极端情况下保时捷有正当理由终止业务关系。

It is at Porsche's discretion to pass on such consequences and take alternative measures instead, if the business partner can credibly assure and prove that he has taken countermeasures immediately to avoid future violations.

如果业务伙伴能够以令人信服的方式保证并证明其已经立即采取了相应措施以防止再次发生类似的违法违规行为, 那么保时捷可以自行决定不采取此种措施并采取替代措施。

21. Additional information and support 补充说明和支持

Further information about Porsche's compliance organizational and operational structure is available on the internet and presented in the current Annual and Sustainability Report of Porsche at:

有关保时捷合规组织和运营结构的更多信息可在互联网上获得, 并在当前的《保时捷年度与可持续发展报告》中展现, 网址为:

www.porsche.com/compliance

<https://newsroom.porsche.com/en.html>

In addition, Porsche's business partners can contact the Central Compliance Help Desk of Porsche in the event of questions or tips regarding this guideline:

另外, 保时捷的业务伙伴可以就有关本准则的问题和提示联系保时捷中央合规咨询平台。

Contact Data Central Compliance Helpdesk

保时捷中央合规咨询平台的联系方式

Phone 电话: +49 (0) 711 911-248 60

E-mail 电子邮件: compliance@porsche.de

Contact data local Compliance Helpdesk

保时捷本地合规咨询平台的联系方式

Telefon 电话: +86 21 6058 5001

E-Mail 电子邮件: compliance@porsche.cn

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Contact data central Compliance Helpdesk

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Contact data Porsche internal Whistleblower Office

保时捷内部举报办公室联系方式

Telefon 电话: +49 (0)711 911-244 44

E-Mail 电子邮件: whistleblower-office@porsche.de

Contact data external Ombudspersons

外部监督员联系方式

Hotline 服务热线: +49 (0)69 65 30 04 90

Online 网址: www.porsche.com/whistleblower-system

Dr. Ing. h.c. F. Porsche AG

保时捷股份公司

GR - Legal and Compliance,

法律和合规部

Porscheplatz 1 · 70435 Stuttgart

Germany

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