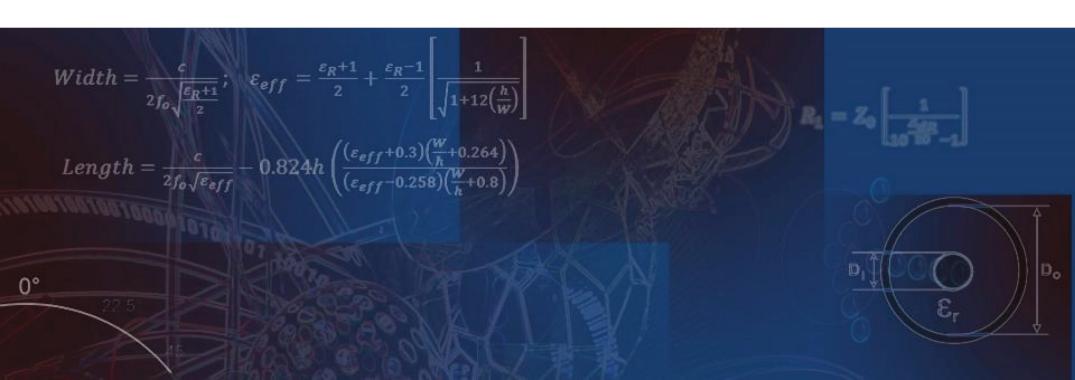


# Supplier Code of Conduct



# Supplier Code of Conduct

Infinite Electronics Supplier Code of Conduct formalizes the key principles under which suppliers are required to operate.

The Infinite Electronics Supplier Code of Conduct defines our principles and our expectations to our partners. Partners commit to acting responsibly and to abide by the principles set forth within. This Code applies to all suppliers of Infinite Electronics including every facility of a supplier.

We will use this code of conduct as part of our supplier selection and evaluation process. We reserve the right to potentially end a business relationship with partners if they do not adhere to the principles defined.

Infinite Electronics expects our partners to ensure that their own suppliers and service providers will also adhere to and abide by the principles of this code of conduct and the standards on which it was based. We strongly encourage partners to exceed the requirements of this code and promote best practices and continuous improvement. In the event that other regulations or laws impose more extensive provisions, they have priority over this code of conduct.

Suppliers must have in place the appropriate control measures to monitor compliance with this Code and to promptly correct any non-compliance.

Suppliers shall adopt or establish a system to manage the elements of this Code. The management system shall be designed to ensure (a) compliance with applicable laws, regulations and customer requirements related to the Supplier's operations, products and/or services; (b) conformance with this Code; and (c) identification and mitigation of risks related to this Code. It should also be designed to facilitate continual improvement in the business's social and environmental performance.

# **REFERENCES**

The standards listed below form the basis for our code of conduct and can be regarded as sources of further information:

- United Nations Global Compact
- ILO International Labor Standards
- EICC Code of Conduct
- AIAG Automotive Industry Guiding Principles



# Supplier Code of Conduct – Human Rights

Supplier is committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker.

#### Forced Labor

Suppliers must not use any type of involuntary or forced labor, including indentured, bonded, prison, slave, or human trafficked labor. All labor must be voluntary and employees must be free to end their labor or their employment relationship at any time.

#### **Child Labor**

Child labor is not to be used in any stage of manufacturing. The term "child" referes to any person under the age of 15, or under the age for completing compulsory eduction, or under the minimum age for employment in the country, whichever is greatest. Employees under 18 years of age shall not perform work that could endanger their health or safety, including night shifts and overtime.

# **Working Hours**

Suppliers must ensure that employee work weeks are not to exceed 60 hours per week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off every seven days.

# Wages and Benefits

Compensation paid to workers shall comply with all applicable wage laws, which includes laws on the minimum wage, overtime, and statutory welfare benefits. Deductions from wages as a disciplinary measure shall not be permitted.

#### **Humane Treatment**

There shall be no harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental, or physical coercion or verbal abuse of workers; nor is there to be the threat of such treatment.

#### **Non-Discrimination**

Suppliers agree not to tolerate any unlawful harassment or discrimination within its workforce. Selection and employment practice, such as for advancement and remuneration or access to training opportunities, shall not discriminate against employees on the basis of race, skin color, age, gender, sexual orientation, ethnic background, disability, pregnancy, religious, or political conviction, trades union membership, or family status.

# Freedom of Association

In accordance with relevant local law, supplier shall grant employees the right to form and join associations and to safeguard their interests.



# Supplier Code of Conduct – Health & Safety

Supplier shall acknowledge that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale.

#### **Occupational Safety**

Suppliers must ensure that their employees and any person present on or near the workplace are protected against potential occupational health and safety hazards resulting from the Suppliers' business activities. Where appropriate, the Suppliers shall ensure that their employees are provided with adequate personal protective equipment, with adequate training on the safe use of tools and equipment and shall supervise employees' adherence to safe working practices.

### **Emergency Preparedness**

Potential emergency situations and events shall be identified and evaluated. Their impact shall be minimized by implementing emergency plans and reporting procedures.

#### **Machine Safeguarding**

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, and barriers are to be provided and properly maintained.

# **Health and Safety Communication**

Supplier shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.

# Occupational Injury and Illness

Procedures and systems are to be in place to prevent, manage track and report occupational injury and illness.

# **Industrial Hygiene**

Worker exposure to chemical, biological, and physical agents are to be identified, evaluated, and controlled.

#### **Physically Demanding Work**

Worker exposure to the hazards of physically demanding tasks are to be identified, evaluated, and controlled.

### Sanitation, Food, and Housing

Workers are to be provided with ready access to clean toilet facilities, potable water, and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the employer are to be maintained to be clean and safe along with reasonable entry and exit privileges.



# Supplier Code of Conduct – Environmental

Supplier acknowledges that environmental responsibility is an integral part of product manufacture. Production processes shall be designed to prevent negative impacts on the environment and natural resources shall be conserved.

#### **Environmental Permits and Reporting**

Suppliers shall maintain all required environmental permits and registrations and follow the operational and reporting requirements of such permits.

### Pollution Prevention and Resource Reduction

The use of resources and generation of waste of all types are to be reduced or eliminated at the source or by changing practices.

# Wastewater, Solid Waste, Air Emissions

Supplier shall endeavor to reduce or eliminate solid waste, wastewater, and air emissions by implementing appropriate conservation measures in their production, maintenance, and facility processes. Suppliers shall manage, control, treat, and/or dispose of non-hazardous solid waste, wastewater, and/or air emissions generated from operations as required by applicable laws and regulations, before discharge.

#### **Materials Restrictions**

Suppliers shall comply with regulated substance specifications and with any applicable laws and regulations prohibiting or restricting the use or handling of specific substances.

### **Storm Water Management**

Supplier shall implement a systematic approach to prevent contamination of storm water runoff.

#### **Hazardous Substances**

Chemicals and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling, and disposal.



# Supplier Code of Conduct - Compliance & Ethics

Supplier shall commit to the highest standards of ethical conduct when dealing with its employees, suppliers, and customers.

#### **Business Integrity**

All business interactions shall be governed by high standards of integrity. The supplier shall not have any tolerance towards bribery, corruption, extortion, fraud and embezzlement and shall prohibit them in any form. All business processes must be transparent and properly reflected.

#### No Improper Advantage

Bribes or other means of obtaining an illegal or improper advantage shall not be offered, accepted as a promise or received. Procedures shall be put in place to monitor and implement these requirements in order to ensure adequate compliance with anti-corruption laws.

### **Disclosure of Information**

Information on the company's business activities, structure, financial situation and performance shall be disclosed in accordance with the applicable provisions and usual business practices in the sector. The falsification of records and misrepresentation of conditions and practices in the supply chain are not acceptable.

# **Export/Import Compliance**

Applicable legislation and regulations relating to export and import control as well as customs shall be adhered to.

# **Intellectual Property**

Intellectual property rights shall be respected; transfer of technology and knowhow must be done in a manner that protects intellectual property rights.

#### Fair Business, Advertising, and Competition

The supplier shall respect fair competition and conduct every business activity in compliance with the applicable antitrust legislation and provisions.

# **Protection of Privacy**

Business secrets and personal information shall only be used to the extent to which they are necessary and permitted and they shall be protected appropriately.

#### **Responsibly Sourcing of Minerals**

The supplier shall adopt appropriate measures which ensure to the best of its knowledge and belief that raw materials used in the manufacture of its products (tantalum, tin, tungsten, gold, etc.) do not directly or indirectly serve as means to finance or support armed groups that commit serious human rights violations. The supplier shall exercise due diligence with respect to the origin and chain of custody of such minerals and shall disclose these precautionary measures upon request.

