



東元電機股份有限公司

供應商行為準則

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東元電機股份有限公司（下稱東元電機）為一具高度競爭力及全球化經營之企業，為持續落實「秉持誠信經營、落實公司治理、善盡社會責任、追求永續經營」理念，爰制定本供應商行為準則（下稱本準則）鼓勵並要求供應商、承包商、服務提供商、分包商等商業夥伴（下合稱供應商）認同並遵守本準則，以共同落實前述理念。

本準則之訂定，係參酌「聯合國企業與人權指導原則」(UN Guiding Principles on Business and Human Rights)、國際勞工組織之「工作基本原則與權利宣言」(Declaration of Fundamental Principles and Rights at Work)及「世界人權宣言」(UN Universal Declaration of Human Rights)等國際間採用之人權規章及國際性組織所制定之行為準則，要求供應商於勞工、健康與安全、環境、商業道德及管理體系等方面之商業行為符合本準則之規定，並遵守營運所在地法令，供應商應知悉其對本準則之遵守情形將作為東元電機採購決策之參考，任何違反本準則之商業行為可能導致與東元電機業務關係之終止。

本準則共分五個章節，第壹章概述勞工，第貳章說明健康與安全，第參章概述環境標準，第肆章說明商業道德標準，第伍章管理體系則敘述貫徹本準則之合宜管理體系所需要素。

第壹章：勞工

供應商應根據國際社會公認的準則，承諾維護勞工的人權。此承諾並適用於所有勞工，不因其為臨時工、移民工、學生、契約勞工、直接僱員以及任何其他類型的勞工而有所不同。

一、選擇職業自由

禁止使用強逼、擔保、抵債或用契約束縛的勞工、非自願或剝削的監獄勞工、奴役或販賣的人口。凡以恐嚇、強逼、威脅、綁架或詐騙手段運送、窩藏、招募、調配或接受人員用作勞工或取得服務均屬之。除了禁止對勞工進出入公司工作場所作出不合理限制外，也不應不合理的約束勞工在工作場所內走動的自由。於招聘程序中，必須嚴格遵守營運所在地法令。所有勞工應於自願下工作，擁有隨時自由離職或終止僱傭關係的權利。僱主或中介人不得扣留或以其他方式毀壞、隱藏、沒收或拒絕僱員取用其身份證或出入境證件，如政府頒發的身分證明、護照或工作許可證，惟遵守營運所在地法令要求僱主持有其僱員的工作許可證則例外。僱主或中介人不得要求勞工繳付招聘費用或其他與其聘用相關的費用。如發現勞工須繳付任何該等費用，該等費用須交還予勞工。

二、童工

除符合所有法律與法規的合法職場學習計劃外，於任何階段皆不得僱用童工。「童工」係指任何未滿15歲、或未達強迫教育年齡、或該國家/地區最低就業年齡的人士（三項中以其指定年齡最大者為準）。

三、青年勞工

未滿18歲之青年勞工不得從事任何會危及其健康或安全的工作，包括夜間值勤或加班。供應商應透過適當保管學生紀錄、嚴格審核教育合作夥伴和按照適用的法律與法規保障學生的權利，從而確保對學生勞工的管理得當。並提供適當的支援和訓練予所有學生勞工。如果營運所在地法令並無規範，學生勞工、實習生和學徒的薪資水平應最少與從事相同或相似工作的其他入門級員工相等。

四、工時

根據有關之商業實踐研究，生產力降低、職員流動率上升以及受傷和患病情況的增多與勞工的疲勞度有顯著的關連。因此，工作時數不應超過營運所在地法令規定的最大限度。

五、工資與福利

支付給勞工的工資應符合所有相關的薪酬法令，包括有關最低工資、加班和法定福利的法令。根據營運所在地法令的規定，勞工的加班工資應高於常規時薪水平。禁止以扣除工資作為紀律處分的手段。在每個支薪週期，應及時為勞工提供簡明的工資單據，包含充足的資料證實支付給勞工的薪酬準確無誤。亦必須按照營運所在地法令聘用臨時工、派遣員和外包工人。

六、人道待遇

避免以任何形式的性騷擾、性侵犯、體罰、精神或身體壓逼或是口頭辱罵苛刻或非人道地對待員工；也不得威脅進行任何此類行為。有關的紀律政策及程序必須有清晰的定義，並向員工清楚地傳達。

七、歧視禁止

供應商不因人種、膚色、年齡、性別、性傾向、性別認同及表達、種族或國籍、殘疾、懷孕、信仰、政治立場、團體背景、退伍軍人身份、受保護的基因資料或婚姻狀況等在招聘及實際工作中騷擾或歧視員工，不得因此而影響工資、晉升、獎勵和受訓機會等。應為員工提供適當的場所進行宗教活動且不得讓員工或準員工接受帶有歧視性的醫學檢驗或身體檢查。

八、自由結社

根據營運所在地法令，供應商應尊重所有員工組織和參與他們所選擇的工會、集體談判和參加和平集會的權利，同時也應尊重員工迴避這類活動的權利。員工和／或他們的代表應能夠在不用擔心歧視、報復、威脅或騷擾的情況下，公開地就工作條件和管理方法與管理層溝通以及分享其想法和憂慮。

第貳章：健康與安全

供應商應意識到除了盡量減少與工作相關的傷病發生率外，安全、健康的工作環境有助提高產品和服務的質素、生產的穩定性以及員工的忠誠度和士氣。供應商也應意識到持續地投入資源於員工身上和進行教育是辨識和解決工作場所內健康與安全問題的關鍵。

一、 職業安全

應透過適當的設計、工程和行政管理、防護保養和安全操作程序（包括上鎖掛牌程序）和持續性的安全知識培訓來識別和評估以及控制工作場地之安全隱患（如化學、電力和其他能源、火災、運載工具和跌倒危險或事故），以免危及職工。若無法透過上述方法有效控制危險源，應為員工提供適當的、保養良好的個人防護裝備以及有關這些危險事故和相關風險的教材。亦必須採取合理的措施，讓懷孕的婦女及餵哺母乳的母親遠離存在高度危險的工作環境、消除或減少懷孕的婦女和餵哺母乳的母親所承受的任何職業健康和 safety 風險（包括與其工作分派有關者），並為餵哺母乳的母親提供合理的場所。

二、 應急準備

確認和評估潛在的緊急情況和事件，並實施應急方案和應變程序來將其影響降到最低，包括：緊急報告、員工通告和疏散程序、員工培訓和演習、適當的火警偵測和滅火設備、暢通無阻的出口以及充足的疏散設施和恢復計劃。這些方案和程序應著重盡量減低對生命、環境和財產的危害。

三、 工傷與職業病

應制定程序和體系來預防、管理、追蹤和報告工傷和職業病，包括以下規定：鼓勵員工報告；歸類和記錄工傷和職業病案例；提供必要的治療；調查案例並執行糾正措施以杜絕類似情況；協助員工返回工作崗位。

四、 工業衛生

根據控制層級識別、評估並控制因接觸化學、生物以及物理作用劑給員工帶來的影響。透過適當設計、工程和行政管理消除或控制潛在危險。如這些措施無法有效預防危害，應為員工提供和使用適當、妥善維護的個人防護裝備。防護計劃須包括有關這些危險事故相關風險的教材。

五、 體力勞動工作

識別、評估並控制從事體力勞動工作給員工帶來的影響，包括以人力搬運貨物或重複提舉重物、長時間站立和高度重複性或高強度的組裝工作。

六、 機器防護

評估生產設備或其他類型機器的安全隱患。為預防機器對職工可能造成的傷害，提供和正確地維護物理防護裝置、連鎖裝置以及屏障。

七、 公共衛生和食宿

為員工提供乾淨的洗手間設施、清潔的飲用水、以及衛生的煮食用具、食物儲存設施和餐具。供應商或勞工中介人提供的員工宿舍應保持乾淨、安全，並提供適當的緊急出口、洗浴熱水、充足的照明供暖和通風設備、獨立安全的場所以供儲存個人和貴重物品以及適當且出入方便的私人空間。

八、 健康與安全資料

為員工提供以其使用的語言或其明白的語言進行適當職業健康和 safety 資料和訓練，以識別員工面對的所有工作場所危險情況，包括但不限於機械、電力、化學、火災和物理危害。在工作場所的顯眼處張貼健康與安全相關資料，或將有關資料放在員工可識別和易於接觸的位置。在開始工作前及之後定期提供訓練予所有員工。並鼓勵員工提高安全意識。

第參章：環境

供應商承認環境保護責任是生產世界級產品不可或缺的一部份。在製造作業過程中，應盡量減少對社區、環境和自然資源造成的不良影響，同時保障公眾的健康和安全。

一、 環境許可和報告

應獲取所有必須之環境許可證（如排放監控）、批准和登記文件，亦要進行維護並時常更新，以及遵守許可證的操作和報告要求。

二、 預防汙染和節約資源

於源頭或透過實踐（如增設污染控制設備；改良生產、維修和設施程序；或其他方法）盡量減少或杜絕排出和排放污染物以及產生廢物。應節約或透過實踐（如改良生產、維修和設施程序、替換材料、再用、節約、回收或其他方法）節約自然資源（包括水、化石燃料、礦物和原始森林產品）的耗費，以提升自然資源使用效率。

三、 有害物質

識別、標籤和管理對人類或環境造成危害的化學物質及其他物質，從而確保這些物質得以安全地處理、運送、儲存、使用、回收或再用及棄置。

四、 固體廢物

實施系統性的措施來識別、管理、減少和負責任地棄置或回收無害的固體廢物。

五、 廢氣排放

在排放營運過程中產生的揮發性有機化學物質、氣霧劑、腐蝕性物質、微粒、耗蝕臭氧層化學物品以及燃燒副產品前，應按照要求對其進行分類、例行監察、控制和處理。供應商也應對廢氣排放管制系統的性能進行例行監察。

六、 物質控制

供應商應遵守所有適用法律法規和客戶要求，禁止或限制在產品和製造過程中納

入特定物質（包括回收和棄置標籤）。

七、 水資源管理

供應商應實施水管理計劃，以記錄、分類和監察水資源、使用和排放；尋求機會節約用水，提升水資源的使用效率；以及控制污染渠道，所有污水在排放或棄置前，應按照要求對其進行分類、監察、控制和處理。供應商應對污水處理和控制系統的性能進行例行監察以確保達致最佳性能和符合監管規定。

八、 能源消耗和溫室氣體排放

追蹤及記錄工作場所內和企業層面的能源消耗和所有相關範圍和溫室氣體排放。並尋求具成本效益的方法來改善能源利用效率和盡量減少能源消耗和溫室氣體排放。

九、 生物多樣性

為促進生態共榮，認同保護生物多樣性及森林生態，應尋求與活動相關的生物多樣性的保護機會；鼓勵使用對環境友善之紙製品與木材，包含使用可回收材質、可再生循環之材料，擴大採用不違反原始森林保護法令，或涉及非法開採行為之原材料；以及相關運營活動，避免在全球或國家重要生物多樣性的區域內設立，致力減少對於生物多樣性的影響。

第肆章：道德標準

為履行社會責任並在市場上取得成功，供應商及其代理商必須謹守最高的道德標準，包括：

一、 誠信經營

在所有商業互動關係中都應謹守最高的誠信標準。供應商應採取零容忍政策來禁止任何形式的賄賂、貪污、敲詐勒索和挪用公款。

二、 不正當利益之禁止

不得承諾、提供、批准、給予或收受賄賂或其他形式的不正當收益。此禁令包括承諾、提供、批准、給予或收受任何有價之物（無論是直接還是透過第三方間接進行），以期獲得或保留業務、將業務轉讓他人或獲取不正當收益。應推行監控和強制執行程序以確保符合反貪腐法的要求。

三、 資訊公開

所有的業務來往應具透明度，並準確地記錄在供應商的賬簿和商業記錄上。按照適用法規和普遍的行業慣例公開有關參與勞工、健康與安全、環保活動、商業活動、組織架構、財務狀況和業績的資料。不得偽造紀錄或虛報供應鏈的狀況或慣例。

四、 智慧財產權

應尊重並保證所供應之標的物、資料、服務未侵害第三人之智慧財產權，於傳遞技術和生產知識時，應導入保護智慧財產權之方法，且必須保護客戶和供應商的資料。

五、 公平交易、廣告和競爭

應謹守公平交易原則、不得從事及採用營運所在地法令所不允許之競爭及廣告標準。

六、 身分保護及防止報復

除非受法律禁止，供應商應制定程序來保護供應商和員工檢舉者，並確保其身分的

機密性和匿名性。供應商也應制定溝通程序，讓員工可以表達疑慮，而不遭到報復。

七、 採購貨物責任

供應商應制定政策來合理地確保他們製造的產品中所含有的鈹、錫、鎢和黃金不會直接或間接地資助或有利嚴重侵犯人權的犯罪武裝團體。供應商應對這些礦物的採購和產銷監管鏈進行嚴格的審核，並在客戶查詢時提供有關審核標準的資料。

八、 資訊安全

供應商承諾合理地保護任何與其有業務來往者（包括供應商、客戶、消費者和員工）的個人資料和隱私。供應商應在收集、儲存、處理、傳播和分享個人資料時遵守隱私和資料安全法律及監管要求。

九、 避免利益衝突

供應商與東元電機之間的商業往來，應避免任何可能的利益衝突。可能的利益衝突情形包括但不限於東元電機內部員工或其近親（父母、子女、配偶或兄弟姐妹）在供應商任職，或對供應商有重要投資利益。供應商應認知到與東元電機之聯絡往來人員不必要或過度頻繁的社交往來也可能構成利益衝突的疑慮或外觀。因此供應商與東元電機人員的任何接觸必須謹守一般商業往來的分際，一旦有利益衝突的情形必須立刻報告東元電機。供應商若有發現任何潛在的利益衝突，必須立即通報東元電機，並採取適當措施以防止因此所可能導致的不當行為。

十、 遵循進出口相關法規

供應商應了解並遵循進出口及運送貨品予東元電機或代東元電機進出口及運送貨品所涉及的相關法令，包括原出口國的出口管制與海關法規、目的地國家的進口和海關法規、支付法令要求的關稅和其他稅賦、以及營運所在地有關運輸的相關法令。供應商應向其員工和外包商提供運作程序及教育訓練，以確保他們對前述法規有所了解並為遵循。

十一、 遵守保密義務

供應商於交易洽談、合約締結和交易履行過程中所接觸、知悉、持有或取得之所有與東元電機經營、生產、銷售、研發、財務、管理等相關之非公開資訊(包括東元電機及客戶之資料)均為機密資料，無論其形式或媒介為何，亦無論其係有形或無形，或是否載有「機密」、「限閱」或其他同義字，供應商承諾嚴守保密義務，絕不得對外公開、洩漏、散佈或揭露予任何第三者。

第五章：管理體系

供應商應採用或建立範圍與本準則內容相關的管理體系。在設計該管理體系時，應確保：（a）符合與供應商營運和產品相關的適用法律、法規及客戶要求；（b）符合本準則；以及（c）識別並減輕與本準則有關的經營風險。管理體系也應推動持續改進。

一、 公司承諾

企業的社會及環境責任政策聲明應確定供應商對守法以及持續改進的承諾，並由行政管理層簽署，並以營運所在地語言張貼於工作場所內。

二、 管理職責與責任

供應商應指定高級主管和公司代表來負責保證管理體系和相關計畫的實施。高級管理層應定期檢查管理體系的運作情況。

三、 法律和客戶要求

制定程序識別、監察並理解適用的法律法規、本準則和客戶要求。

四、 風險評估和風險管理

制定程序識別與供應商經營相關的守法、環境、健康與安全以及勞工活動及道德風險。評定每項風險的級別，實施適當的程序和實質管制來控制已識別的風險和確保遵行監管規定。

五、 改進目標

應制定書面績效目標、指標和實施計劃來提高供應商的社會和環境責任績效，包括對供應商為達成這些目標所取得的成效進行定期審核。

六、 培訓

為管理層及員工制定培訓計劃，從而實施供應商的政策、程序及改進目標，同時滿足適用之法律與法規的要求。

七、 溝通

制定程序將供應商的政策、實踐、預期和績效清晰準確地傳達給員工、供應商和客戶。

八、 員工意見、參與和申訴

制定持續進行的程序（包括有效的申訴機制）以評估員工對本準則所涵蓋之實踐或違反情況和條件的認知度，並獲取員工在這方面的意見，從而推動持續改進。

九、 審核與評估

定期進行自我評估，從而確保符合法律與法規的要求、本準則內容以及客戶合約中與社會與環境責任相關要求。

十、 糾正措施

制定程序以確保能及時糾正在內外部的評估、檢查、調查和審核中所發現的不足之處。

十一、 文件和紀錄

建立並保留文件和記錄，從而確保符合監管規定與公司的要求，同時應保障隱私的機密性。

十二、 永續供應鏈

為降低企業營運中斷之風險，以持續邁向企業永續經營，應制定採購政策，以確保致力於負責任之採購，並應將採購政策規範要求傳達給供應商，並管控供應商之遵行情況，供應商若有違規之具體事證者，應主動調查處置並限期改善，對所提供之產品及服務應有緊急應變計畫，以降低潛在的供應鏈風險。



TECO Electric & Machinery Co., Ltd. **Supplier Code of Conduct**

Latest updated on April 12, 2023

(Summary Translation) This English version is a translation of the Chinese version.
If there is any inconsistency or discrepancy between the Chinese and English versions,
the Chinese version shall prevail for all intents and purposes.

TECO Electric & Machinery Co., Ltd (hereinafter referred to as TECO) is a highly competitive and globalized enterprise. It has kept practicing its management philosophy of "Ethical Corporate Management, Implementation of Corporate Governance, Fulfillment of Social Responsibility and Pursuit of Sustainable Operations". This Supplier Code of Conduct (hereinafter referred to as this Code) encourages and requires suppliers, contractors, service providers, subcontractors and other business partners (hereinafter collectively referred to as suppliers) to agree with and abide by this Code to jointly implement the aforementioned concepts .

This Code has been formulated with reference to internationally adopted human rights regulations and the code of conduct formulated by international organizations, such as the UN Guiding Principles on Business and Human Rights, the Declaration of Fundamental Principles and Rights at Work of the International Labor Organization (ILO), the "UN Universal Declaration of Human Rights". This Code requires suppliers to comply with labor, health and safety, environment, business ethics and management systems. Business behaviors comply with the provisions of this Code and comply with the laws of the place where they operate. Suppliers should be aware that their compliance with this Code will be used as a reference for TECO's purchasing decisions. Any business behavior that violates this Code may lead to termination of business relationship with TECO.

This Code is made up of five chapters. Chapter 1, 2, and 3 outline standards for Labor, Health and Safety, and the Environment, respectively. Chapter 4 adds standards relating to Business Ethics; Chapter 5, Management Systems, outlines the elements of an acceptable system to manage conformity to this Code.

Chapter 1: Labor

Suppliers are committed to uphold the human rights of workers in accordance with internationally recognized standards. This commitment applies to all workers regardless of whether they are temporary, migrant, student, contract, direct employees, and any other type of worker.

1. Freely Chosen Employment

Forced, bonded, debt bondage or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. This includes transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company provided facilities. All work must be voluntary, and workers shall be free to leave work at any time or terminate their employment. Employers, agents, and sub-agents' may not hold or otherwise destroy, conceal, or confiscate identity or immigration documents, such as government-issued identification, passports, or work permits. Employers can only hold documentation if such holdings are required by law. Workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

2. Child Labor

Child labor is not to be used in any stage of manufacturing, except in a legitimate workplace study program that complies with all laws and regulations. "Child Labor" means any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest.



3. Young Workers

Young workers under the age of 18 shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Suppliers shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable laws and regulations. Suppliers shall provide appropriate support and training to all student workers. In the absence of local law, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

4. Working Hours

Studies of business practices clearly link worker strain to reduced productivity, increased turnover, and increased injury and illness. Working hours are not to exceed the maximum set by local law.

5. Wages and Benefits

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

6. Humane Treatment

There is to be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.



7. Non-Discrimination

Suppliers shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

8. Freedom of Association

In conformance with local law, suppliers shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

Chapter 2: Health and Safety

Suppliers recognize 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. Suppliers also recognize that ongoing worker input and education are essential to identifying and solving health and safety issues in the workplace.

1. Occupational Safety

Worker potential for exposure to safety hazards (e.g., chemical, electrical and other energy sources, fire, vehicles, and fall hazards) are to be identified and assessed, and controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and ongoing safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment and educational materials about risks to them associated with these hazards. Reasonable steps must also be taken to remove pregnant women/nursing mothers from working condition with high hazards, remove or reduce any workplace health and safety risks to pregnant women and nursing mothers including those associated with their work assignments, as well as include reasonable accommodations for nursing mothers.

2. Emergency Preparedness

Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including emergency reporting, employee notification and evacuation procedures, worker training, and drills. Emergency drills must be executed at least annually or as required by local law, whichever is more stringent. Emergency plans should also include appropriate fire detection and suppression equipment, clear and unobstructed egress, adequate exit facilities, contact



information for emergency responders, and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment, and property.

3. Occupational Injury and Illness

Proper design, engineering and administrative control systems are to be in place to prevent, manage, track and report occupational injury and illness including provisions to: identify and evaluate hazard factors; encourage worker reporting; classify and record injury and illness cases; provide necessary medical treatment assistance; investigate cases and implement corrective actions to eliminate their causes; and facilitate return of workers to work.

4. Industrial Hygiene

Worker exposure to chemical, biological, and physical agents is to be identified, evaluated, and controlled according to the Hierarchy of Controls. If any potential hazards were identified, participants shall look for opportunities to eliminate and/or reduce the potential hazards. If elimination or reduction of the hazards is not feasible, potential hazards are to be controlled through proper design, engineering, and administrative controls. When hazards cannot be adequately controlled by such means, workers are to be provided with and use appropriate, well-maintained, personal protective equipment free of charge. Protective programs shall be ongoing and include educational materials about the risks associated with these hazards.

5. Physically Demanding Work

Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing, and highly repetitive or forceful assembly tasks is to be identified, evaluated, and controlled.

6. Machine Safeguarding

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.



7. 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 Participant or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting and heat and ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.

8. Health and Safety Communication

Suppliers shall provide workers with appropriate workplace health and safety information and training in the language of the worker or in a language the worker can understand for all identified workplace hazards that workers are exposed to, including but not limited to mechanical, electrical, chemical, fire, and physical hazards. Health and safety related information shall be clearly posted in the facility or placed in a location identifiable and accessible by workers. Training is provided to all workers prior to the beginning of work and regularly thereafter. Workers shall be encouraged to raise any health and safety concerns.

Chapter 3: Environment

Suppliers recognize that environmental responsibility is integral to producing world class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public.

1. Environmental Permits and Reporting

All required environmental permits (e.g. discharge monitoring), approvals and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

2. Prevention and Resource Reduction

Emissions and discharges of pollutants and generation of waste are to be minimized or eliminated at the source or by practices such as adding pollution control equipment; modifying production, maintenance and facility processes; or by other means. The use of natural resources, including water, fossil fuels, minerals and virgin forest products, is to be conserved or by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling or other means. To improve the efficiency of natural resource use.

3. Hazardous Substances

Chemicals, waste, and other materials posing a hazard to humans or the environment are to be identified, labeled, and managed to ensure their safe handling, movement, storage, use, recycling or reuse, and disposal.

4. Solid Waste

Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid non-hazardous waste.



5. Air Emissions

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, routinely monitored, controlled and treated as required prior to discharge. Supplier shall conduct routine monitoring of the performance of its air emission control systems.

6. Materials Restrictions

Suppliers are to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

7. Water Management

Suppliers shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; and improve water use efficiency; and controls channels of contamination. All wastewater is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal. Suppliers shall conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance.

8. Energy Consumption and Greenhouse Gas Emissions

Energy consumption and all relevant greenhouse gas emissions are to be examined, tracked and documented, at the facility and/or corporate level. Suppliers are to look for cost-effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

9. Biodiversity

In order to promote ecological co-prosperity, recognize the protection of biodiversity and forest ecology, and seek opportunities for the protection of biodiversity related to activities; encourage the use of environmentally friendly paper products and wood, including the use of



recyclable and renewable materials , expand the use of raw materials that do not violate the original forest protection laws or involve illegal exploitation; and related operating activities, avoid setting up in areas of global or national important biodiversity, and strive to reduce the impact on biodiversity.

Chapter 4: Business Ethics

To meet social responsibilities and to achieve success in the marketplace, Suppliers and their agents are to uphold the highest standards of ethics including:

1. Business Integrity

The highest standards of integrity are to be upheld in all business interactions. Suppliers shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.

2. No Improper Advantage

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

3. Disclosure of Information

All business dealings should be transparently performed and accurately reflected on supplier's business books and records. Information regarding supplier labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable.



4. Intellectual Property

Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights; and, customer and supplier information is to be safeguarded.

5. Fair Business, Advertising and Competition

Standards of fair business, advertising and competition are to be upheld. Supplier shall not engage in and adopt competition and advertising standards that are not permitted by the laws of the place where it operates.

6. Protection of Identity and Non-Retaliation

Programs that ensure the confidentiality, anonymity, and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law. Suppliers should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

7. Responsible Sourcing of Minerals

Suppliers shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses or an adjoining country. Suppliers shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon customer request.

8. Privacy

Suppliers are to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers, and employees. Suppliers are to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.



9. Avoid conflicts of interest

Conflicts of interest, such as situations where a TECO employee or a close relative (parent, child, spouse or sibling) is a significant investor or shareholder in your company, should be avoided to prevent misconduct. Excessive or overly frequent socializing with your TECO business contacts may also create a conflict of interest, or the appearance of a conflict of interest. Social contact must be within accepted cultural business norms, and relationships that become conflicts of interest must be reported. If a potential conflict is discovered, you should report such incident immediately to TECO and take corrective actions to ensure that no inappropriate actions result from the conflict and relationships that become conflicts of interest must be reported and suspended or resolved.

10. Follow import and export regulations

Suppliers should know and follow all laws related to the shipping, handling and transportation of products to or on behalf of TECO. This includes source country export and customs laws, destination country import and customs laws, paying all necessary duties and taxes and following local transportation laws. Procedures and training will be provided to employees and contracted service providers to ensure safe handling of materials to, from and at TECO.

11. Confidentiality Obligations

Suppliers undertakes that any and all unpublished information (including information of TECO or TECO's customers), whether in any form or through any medium, tangible or intangible, explicitly classified as confidential, restricted, or others with similar meaning related to TECO's operations, production, sales, research and development, finance and management that is accessed, possessed or acquired by, or known to Suppliers in the process of business discussion, conclusion of contract or performance, shall be treated by Suppliers as confidential information. Suppliers undertake to strictly observe the confidentiality obligations, and shall never publish, reveal, leak or distribute confidential information to any third party.

Chapter 5: Management System

.Suppliers shall adopt or establish a management system whose scope is related to the content 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 and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement.

1. Company commitment

A corporate social and environmental responsibility policy statements affirming supplier's commitment to compliance and continual improvement, endorsed by executive management and posted in the facility in the local language.

2. Management Accountability and Responsibility

The supplier clearly identifies senior executive and company representatives responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.

3. Legal and Customer Requirements

A process to identify, monitor and understand applicable laws, regulations and customer requirements, including the requirements of this Code.

4. Risk Assessment and Risk Management

A process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with supplier's operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

5. Improvement Objectives

Written performance objectives, targets and implementation plans to improve the supplier's social and environmental performance, including a periodic assessment of supplier's performance in achieving those objectives.

6. Training

Programs for training managers and workers to implement supplier's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

7. Communication

A process for communicating clear and accurate information about supplier's policies, practices, expectations and performance to workers, suppliers and customers.

8. Worker Feedback, Participation and Grievance

Develop ongoing procedures (including an effective grievance mechanism) to assess employee awareness of practices or violations and conditions covered by this Code, and to obtain employee input in this regard to drive continuous improvement.

9. Audits and Assessments

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

10. Corrective Action Process

A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

11. Documentation and Records

Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

12. Sustainable Supply Chain

To reduce the risk of business interruption, to continue to achieve sustainable business operations, suppliers should implement a procurement policy, which should be developed to ensure the commitment to responsible procurement. Procurement policy / regulations / requirements should be communicated to suppliers, and their compliance status should be managed and controlled. If there is physical evidence to suggest that any supplier violates the rules, it should be investigated and handled actively and the violating supplier should be required to make improvements within a specified period of time. To reduce the potential risk of supply chain, there should be an emergency response plan for the provision of products and services.