



# Autron Industry

## Supplier Code of Conduct

### 1. Employment is freely chosen.

No supplier making Autron products shall use any type of forced, compelled or involuntary labor, human trafficking or modern slavery, whether in the form of prison, indentured or bonded labor or otherwise. Workers shall not be required to lodge 'deposits', charged penalties for terminating their contract or leave their identity papers with employers and shall be free to leave at will and without retaliation.

### 2. Freedom of Association and Collective Bargaining Agreement are respected.

The supplier recognizes the employees' right to freedom of association and collective bargaining agreements, and shall not discriminate or retaliate against employees that express or support such rights. Workers representatives shall not be hindered in carrying out their representative functions in the workplace.

### 3. No Discrimination and Harassment is practiced.

No person working for any supplier shall be subject to any discrimination in employment, including during the hiring and advancement processes, and every employee shall be treated with respect and dignity and afforded equality of opportunity and treatment regardless of gender, race, color, social or ethnic origin, sexual orientation, age, disability, religion, marital or pregnancy status, political opinion, trade union membership, nationality, military status or other distinguishing characteristics. Employees must not be subjected to physical, verbal, physical, psychological or sexual harassment or any other forms of intimidation.

### 4. Child Labor shall not be used

There shall be no use of the labor of any person less than sixteen years of age or of any person not yet past the national legal age of compulsory schooling or minimum working age, whichever is higher. Any person under the age of 18 shall not be employed at night or perform hazardous labor.



#### 5. Wages and Benefit

The supplier acknowledges that every employee has the right to receive compensation for a regular work week that is sufficient to meet the employees' basic needs and provides some discretionary income. The supplier's employees must be timely paid the minimum wage required by law or the prevailing wage, whichever is higher. Employees shall be provided with legally mandated benefits, including holidays and leaves and full statutory severance payments once their employment ends. Deductions from wages must not be made for disciplinary purposes. The supplier is responsible that the composition of wages and benefits are clear to employees and shall inform all employees immediately of any amendments.

#### 6. Working Hours are not excessive

Hours of work shall not exceed the regular and overtime hours allowed by national and local laws. A standard working week should not exceed 48 hours. Except for extraordinary circumstances the regular and overtime hours shall not exceed 60 hours per week. Overtime must be consensual, and employees have to be fully compensated according to local law. Employees shall be entitled to at least one day off (24 consecutive hours) in every seven-day period.

#### 7. Disciplinary Practices

Disciplinary procedures shall comply with applicable laws and be clearly stated in the employment policies. Employees should never be exposed to physical punishment, mental or physical coercion or verbal abuse.

#### 8. Regular Employment is provided

To every extent work performed must be on the basis of recognized employment relationship established through national law and practice. Obligations to employees under labor and social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labor-only contracting, sub-contracting or home-working arrangements or apprenticeship schemes without real intent to impart skills or provide regular employment.

#### 9. Grievance systems are provided

The supplier has to provide effective grievance systems that are accessible to all employees. intent to impart skills or provide regular employment.



#### 10. Working Conditions are safe, healthy & hygienic

The supplier's facilities must be constructed according to building codes and comply with design, construction and civil engineering standards. Supplier must obtain all construction, zoning and use permits as required by law. Multi-use constructions are not permitted. A safe and hygienic working environment shall be provided, preventing any potential hazards and complying with local health & safety regulations. Adequate steps, including the implementation of procedures and safeguards, shall be taken to prevent occupational accidents and injuries. Workers shall be provided with adequate and appropriate personal protective equipment. Employees shall receive regularly recorded health & safety trainings. Access to clean, private toilets and potable water shall be provided. Workers must be permitted to take designated breaks for their health and safety.

#### 11. Environmental Sustainability

The supplier follows all legal requirements and industry standards for air, waste and water emissions and energy systems and chemical management. Routine monitoring and reporting are required for air emissions (greenhouse gases, volatile organic compounds, hazardous air pollutants, particulates, ammonia, ozone depleting chemicals and combustion by-products), water use & wastewater discharge, waste production, energy consumption and chemicals use. The supplier will maintain all relevant purchasing and inventory records. Routine performance monitoring of all emissions generating processes and equipment is required. The supplier will strive to minimize environmental impacts through improved efficiencies and use of renewable energy sources.

#### 12. Unauthorized Subcontracting

The supplier must not engage subcontractors to do any work on Autron products or components without prior written approval by Autron.

#### 13. Bribery, Gifts and Entertainment

In addition to complying with laws and regulations, the supplier must not tolerate, permit or engage in bribery, corruption, fraud or unethical business practices in dealing with business partners, public officials or Autron representatives. The supplier must not offer cash, favors, gifts, or entertainment to Autron's team members in exchange for preferential or favorable treatment.

#### 14. Law

The supplier has to comply with all applicable laws and regulations on labor (e.g. wages, rest, overtime hours, treatment) environment, health, safety, chemical management and other matters and regularly update policies and procedures accordingly.



15. Intellectual Property.

The supplier will respect intellectual property rights, and will conduct know-how transfers in a manner protecting intellectual property rights.

The supplier must be transparent with their policies, processes and records.

*As of September 2021*

*Date:*

*Name and address of supplier:*

*Name and position of supplier representative*

*Signature:*

*Chop:*