

## Code of conduct

### LABOUR

The Company gives importance to respecting human rights and expressions which are the basic rights of every employee equally and without discrimination. Therefore, the Company shall adhere to and follow the following labour standards strictly.

#### **(1) No forced labour**

The Company shall not employ forced or involuntary labour, debt-settlement or obligated labour, slave and prison labour. The employees may take leave as necessary and reasonable subject to the requirements, laws, and agreements. In addition, the employees are not required to submit official documents such as an identification card, passport, or work permit to the Company.

#### **(2) No child labour**

The Company shall not employ a child under 18 years of age and shall not employ child labour, in order that they may complete their education before entering the employment system.

#### **(3) Working hours**

The Company shall not specify excessive working days per week according to Labour Law and shall comply with it strictly. Employees shall have at least 1 day off every 7 days.

#### **(4) Remuneration and fringe benefits**

The Company shall pay the remuneration to the employees according to the applicable requirements and laws, including the minimum wage, overtime pay and other fringe benefits as required by law. The Company shall explain clearly to the employees about the remuneration and fringe benefits payment procedure and distribute pay slips in a timely manner.

#### **(5) No maltreatment or sexual harassment**

The Company shall not tolerate sexual harassment, physical punishment, maltreatment, sexual abuse, physical and mental force, shouting, or disparagement in the workplace.

#### **(6) No discrimination**

The Company shall not discriminate when recruiting, employing, promoting, paying remuneration, training employees, and job applicants according to nationality, colour, age, sex, sexual orientation, race, physical disability, pregnancy, religion, political involvement, labour union participation, or marital status.

#### **(7) Social freedom**

The Company realizes and respects the employees' lawful rights to the freedom of assembly, including participating or representing the CP&H Committee or any lawful organization or association. The employees may communicate with the executives freely about the work conditions and living arrangements without fear of threat or punishment.

## **HEALTH AND SAFETY**

The Company shall realize that the products and services, production accuracy, and the employees' morale are based on effective work safety and a suitable working environment. Therefore, the Company shall strictly comply with and abide by the following health and safety standards.

### **(1) Safety**

The Company shall take effective action to control safety in the workplace in terms of design, engineering principles, management principles, and shall implement preventive maintenance and establish safe work procedures. If the workplace risks cannot be controlled with the safe level, appropriate safety equipment shall be provided for the employees involved in such duties.

### **(2) Response to an emergency**

The Company shall identify and estimate the situation then implement the plan and procedures to respond to and counteract any emergency and implement a suitable rehabilitation plan after an emergency in order to minimize the impact.

### **(3) Injury and illness due to work**

The Company shall apply the following methods and systems to manage, follow-up, and report any injury and illness due to work.

- (a) Encourage the employees to report incidents
- (b) Classify and record any injury and illness case by case
- (c) Provide suitable treatment
- (d) Investigate the cause of any accident and implement corrective action and document the improvement result
- (e) Facilitate employees to resume working

### **(4) Industrial hygiene**

The Company shall identify, assess, and control the work related to chemical, biological and physical substances, as well as provide suitable safety equipment for the operators handling such work.

### **(5) Ergonomically related work**

The Company shall identify, assess, and control the work related to the employees' physical load, such as lifting or moving heavy objects, work that involves standing or repetition continuously for a long period, and shall provide suitable equipment to the employees involved with such duties.

### **(6) Safety equipment for working with machines**

The Company shall prepare and install safety equipment on machines, such as a cover at dangerous positions, interlocks, and implement maintenance consistently.

### **(7) Canteen**

The Company shall prepare, maintain, and improve the restrooms, drinking water quality, food, the cooking area, and the raw materials storage area to be clean and hygienic.

## ENVIRONMENTAL

The Company realizes that environmental responsibility is important to world class products, so the Company's activities shall have a minimal impact on the environment and natural resources. Therefore, the Company shall strictly comply with and adhere to the following environmental standards.

### **(1) Environmental certification and reports**

The Company shall strictly comply with the requirements and laws related to the environment and shall obtain the license or certificate according to the required standards as well as follow-up and report consistently.

### **(2) Pollution prevention and natural resource conservation**

The Company shall encourage pollution prevention and natural resource conservation, such as saving water and energy, adjusting the production processes and machines, improving maintenance methods, using renewable materials or raw materials, recycling or reuse.

### **(3) Chemicals and hazardous materials**

The Company shall identify all hazardous chemicals and materials that may affect the environment, and ensure the correct and safe handling, storage, recycling, reuse and disposal of such materials.

### **(4) Wastewater and waste**

The Company shall monitor, control, and manage wastewater and waste from the Company's activities, production process, and utilities' usage appropriately before subsequent treatment.

### **(5) Air pollution**

The Company shall classify, monitor, control, and manage volatile organic chemicals, corrosive chemicals, ozone depleting particles and substances, and combustion residue resulting from the Company's activities.

### **(6) Requirements related to chemical substances**

The Company shall comply with the laws and regulations related to chemical substances contained in the product including the laws and regulations on recycling, disposal and labelling.

## **BUSINESS ETHICS**

In order to improve social responsibility, the Company shall strictly adhere to and comply with the following ethical standards.

### **(1) Integrity of business operations**

The Company shall operate its business honestly and shall not allow corruption, exploitation, or fraud by the Company. The Company shall dismiss and take legal action against any wrongdoers.

### **(2) No improper exploitation**

The Company shall not offer or receive a bribe, entertainment, and others in order to secure an improper advantage.

### **(3) Disclosure of information**

The Company shall disclose information on the business activities, organizational management, financial status, and business the performance accurately and according to the relevant requirements, laws, and practices.

### **(4) Intellectual property**

The Company shall respect all intellectual property and control it effectively in order to avoid infringement. In addition, the Company shall transfer or manage the Company's and third party's technology or know-how carefully to protect such rights.