

## 迪芬尼集團供應商行為準則

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作為資訊、電子與消費產品的一流解決方案提供商，迪芬尼集團以卓越品質、創新研發、智能製造和穩健成長為企業使命，透過深耕「環境保護」、「務實責任」及「智能應用」三大面向，積極推動永續發展。與此同時，迪芬尼希望透過自身影響力極大化，攜手供應鏈合作夥伴，共同探求在永續發展道路上的持續進步，恪盡企業公民責任。

迪芬尼集團始終踐行負責任的採購管理，供應商需要承諾遵守當地法規及行業行為規範，保護員工的合法權益，尊重并確保員工受到公平的對待，提供員工安全的工作環境，積極參與環境保護，并始終保持最高的商業道德標準。

為進一步規範負責任採購管理作業，迪芬尼集團特制訂《供應商行為準則》。本準則基於 ILO ( 國際勞工組織 )、RBA ( 責任商業聯盟 )、公認的社會責任相關管理體系 ( ISO 45001、ISO14001 等 ) 及客戶就勞工人權、環境與職業健康安全、衝突礦產管理及商業道德標準的要求制訂，適用於迪芬尼集團及旗下所有子公司之供應商。迪芬尼要求供應商在合作期間必須遵循本準則要求，并透過不斷優化管理系統，持續提升表現，如遇其他當地法規與本準則不一致之情況，則以較嚴格的標準執行。

## **P · Social Zero Tolerance**

迪芬尼集團將對以下事項列為社會責任管理紅線，若有發現下列任何的違規事項，將會嚴重影響雙方合作關係，包括但不限於終止或暫緩合作關係等。

- ✧ 任何形式的任用童工。
- ✧ 任何形式的強迫勞工、任用債務勞工。
- ✧ 任何虐待員工之行為。
- ✧ 任何形式的賄賂、腐敗、敲詐勒索和貪污行為。

## **A · 勞工人權**

員工是企業重要的合作夥伴，不管是任何類型的員工，都應該被尊重和受到公平的對待，供應商承諾應以最大限度維護員工的勞工權益。

### **A1. 自由擇業**

供應商員工的所有工作都應是自願的，迪芬尼禁止任何形式的強迫勞工。

· 供應商不得販賣人口或雇用任何形式的奴隸、受強迫、抵債、契約或監獄勞工，

不得透過威脅、強迫、強制、誘拐、欺詐等方式運輸、藏匿、招聘、轉崗、

接收或雇用人員或使用任何涉及強迫勞工因素的招聘代理服務。

· 不得向員工收取為獲得工作崗位而支付的招聘費、代理費等其他類似費用。

· 供應商不得扣押或故意毀壞政府頒發給員工的身份證件、出入境證件或任何身份證明原件。

· 供應商應依法與員工簽訂勞動協議 ( 合同 )，並以該員工理解的語言清楚表達雇傭條件。

· 供應商不得設置不合理的活動限制：如限制員工飲水或使用衛生間自由。

· 員工擁有隨時自由離職的權利，如果員工按照法規或雙方勞動協議( 合同 )約定，給予合理的提前通知，則有權終止僱傭關係而不受懲罰。

## **A2. 童工與未成年工保護**

僱傭符合法令或國際標準最低就業年齡之員工 ( 取較嚴格者為標準 )，迪芬尼禁止任何形式的任用童工。任用符合法定最低工作年齡但未滿 18 歲的未成年人，必須依照法令及相關標準規定對未成年人展開保護，包括依照法規進行備案，以及不得安排未成年工從事可能會危及其健康或安全的工作、包括夜間執勤和加班等。

## **A3. 合理工作時間**

工作時數不應超過當地法律規定的最大限度。任何加班必須是自願的。員工連續上班 6 天至少休息一天。

## **A4. 工資和福利**

依法支付員工應有的薪資與福利，包括符合法令規定的最低工資、加班薪資和法定福利。禁止以扣減工資作為紀律處分的手段。供應商應確保每個支薪週期，均及時為員工提供簡明充分的工資單據，以證實支付給勞工的薪酬準確無誤。供應

商必須按照當地法律聘用臨時工、派遣員和外派員工。

#### **A5. 人道待遇**

迪芬尼禁止任何虐待員工之行為。供應商不得苛刻或非人道地對待員工，包括暴力、性暴力、性騷擾、性侵犯、體罰、心理或生理壓逼、欺凌、公開羞辱或口頭辱罵；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。

#### **A6. 不歧視/不騷擾**

供應商不得因人種、膚色、年齡、性別、性傾向、性別認同及表現、種族或民族、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歧視或騷擾員工，例如因此而影響工資、晉升、獎勵和接受培訓的機會等。不得要求員工或準員工(即將入職的員工)接受帶有歧視性的醫學檢驗或身體檢查。應為員工提供合理的宗教活動場所。

#### **A7. 結社自由**

供應商應當尊重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。員工或工會代表可在不用擔心歧視、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。

## **B · 職業健康與安全**

迪芬尼重視職業健康和安​​全議題。供應商除了盡責消除或減少職業危害，持續在員工身上投放資源並增強員工對健康安全風險的辨識是預防危害的關鍵，應定期為員工提供適當職業健康和安​​全培訓，包括但不限於機械、電力、化學、火災和物理危害等。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看清並可取用的位置，同時應鼓勵員工提出任何健康和安​​全方面的疑慮，並確保他們不會受到報復。

### **B1. 職業安​​全**

供應商全面獲得且及時更新所有必要的健康和安​​全許可是確保職業安​​全的重要前提，供應商應提供並維護安​​全的工作環境，將完善的健康與安​​全管理實踐融入其業務中，通過消除危害、替換、工程控制、行政管控流程的優先順序排序，來識別、評估和管理職業健康和安​​全危害。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。應鼓勵員工提出安​​全疑慮。員工有權拒絕不安全的作業並報告不健康的工作環境。

### **B2. 應急準備**

供應商應識別並評估潛在的緊急情況或事件，制定並實施緊急預案和機制，以最大程度地降低對生命、環境和財產造成的損害，包括但不限於：緊急通報、和疏散計劃、員工培訓和演習、適當的火警偵測和滅火設備、充足的疏散設施等。應

急演練必須最少每年進行一次，或按當地法律要求進行，取較嚴格者。應急計劃應包括符合法要求的消防和滅火設備、暢通的緊急出口、充足的逃生出口設施、緊急疏散集合點、應急人員的聯絡資料和復原計劃。這些方案和程序應注重於盡量減低對生命、環境和財產的危害。

### **B3. 工傷和職業病**

制定有效機制來預防、管理、追蹤和報告工傷和職業病，包括但不限於：鼓勵員工報告；歸類和記錄工傷和職業病案例(含未遂事件和疾病)；提供必要的治療；調查案例並採取糾正措施以杜絕其根源以及協助員工返回工作崗位；同時供應商應配備數量充足的急救設備和急救箱，以便為受傷或生病的工人提供醫療服務。

### **B4. 工業衛生**

供應商應根據相關法規及體系要求，充分識別、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，積極尋求消除和減少隱患的解決方案並予以落實。若無法消除或減輕危害，則應透過適當的設計、工程和行政控制措施來消除或控制隱患。實在無法消除或控制者，則應免費為員工提供適當、妥善保養的個人防護裝備，並為確保員工掌握防護裝備的使用規範提供必要的教育訓練。

### **B5. 體力勞動工作**

供應商應當識別、評估並控制從事體力勞動給員工帶來的危害，包括以人力搬運物料或重複提舉重物、長時間站立和高度重複性或高強度的組裝工作，並制定充分且有效的工程控制措施，以減少或消除重體力工作。

## **B6. 機器安全與防護**

供應商應評估生產設備或其他類型機器的安全隱患。為預防機器對員工可能造成的傷害，應當提供和正確地維護物理防護裝置、連鎖裝置以及安全屏障。

## **B7. 公共衛生和食宿**

供應商應為員工提供便利且乾淨的洗手間設施以及潔淨飲用水。供應商提供的餐飲和儲存設施應符合當地衛生標準，同時若有為員工提供宿舍，則應乾淨並符合當地相關安全標準，公共衛生和食宿安全應有妥善維護與管理。

## **B8. 健康與安全信息**

供應商應當為員工提供以他們母語進行的職業健康和安全教育，並在工作場所的顯眼處張貼健康與安全相關資料。

# **C · 環境管理**

環境保護是永續發展的重要核心。供應商應識別、制定、實施以及維護對環境的相關責任與作業。包括但不限於：識別自身運營工藝對環境的沖擊，盡責減少對社區、環境和自然資源造成的不良影響，保障公眾的健康和安全。

## **C1. 環境許可和報告**

應獲取所有（包括當地政府要求的）必需的環境許可證（如排放監控）、登記、批准、監測報告等文件，亦要對之進行維護並及時更新，以及遵守許可證的操作和相關報告要求。

## **C2. 預防污染和節約資源**

供應商應做到預防其運營對環境造成污染 ( 包括但不限於水污染、大氣污染、光污染、噪聲污染等 )，透過源頭管理以及盡責舉措(如增設污染防治/控制設備；調整生產、優化工藝或相關維護保養措施等方法)以杜絕或減少污染物排出及廢棄物產生。供應商應積極響應節約資源的倡議(如調整生產、優化工藝或相關維護保養措施、替換材料、材料再用、節約、回收或其他方法)以盡可能降低或減少自然資源(包括水、化石燃料、礦物和原始森林產品)的消耗。

### **C3. 有害物質管理**

供應商應當識別、標註和管理對人類或環境造成危害的化學品、廢棄物及其他物質，根據當地相關規定及時進行處置，從而使得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。

### **C4. 固體廢棄物**

供應商應實施系統管理的方法來進行負責任的廢棄物管理，包括但不限於識別、管理、減少廢棄物以及盡可能回收無害的廢棄物。

### **C5. 廢氣排放**

供應商應明確、管理、減少和負責任地控制運營中產生的、對環境有害的廢氣排放，對於生產經營過程中產生的揮發性有機化學物質、噴霧、腐蝕性物質、懸浮粒子、消耗臭氧層物質及燃燒副產品，應在排放之前按要求進行分類、常規監測、控制和處理。供應商也應當對廢氣排放管制系統的性能進行例行監察及監測。

### **C6. 禁用物质**



供應商應遵守有關在產品中以及製造過程中禁用或限用某些特定物質( 包括回收和處理標誌 ) 的相關法律、法規和客戶要求，同時保證出售的所有產品，其使用之原物料、染劑、溶劑、耗材、均符合迪芬尼集團對前述物質含量之特殊要求，各物質含量之要求詳如《QSI057-1031 綠色產品化學物質限用規格》。

## C7. 水资源管理

供應商應制定水資源管理計畫，以記錄、分類和監測水資源及其使用和排放情況。所有廢水在排放或處置前，需嚴格按照當地法規及相關環境制度要求對其進行分類、監測、控制和處理，同時應對其廢水處理和控制系統（設施）的運行狀況進行常規監控和保養維護，以確保最佳性能和合規性。在排放或棄置營運、工業程序以及衛生設施所產生的污水前，應當按照要求對其進行分類、監控、控制和處理。此外，應當採取措施減少污水的產生。參與者也應當對污水處理系統的性能進行例行監管。

## C8. 能源消耗与温室气体排放

供應商應制定溫室氣體（GHG）減排目標，並對照該目標實施跟蹤、記錄和公開報告能源消耗和所有 Scope 1 和 Scope2 相關的溫室氣體的排放情況，積極尋求方法以提高能源效率，並最大程度地減少其運營過程中能源消耗與溫室氣體（GHG）排放。

## **D · 道德**

迪芬尼始終以高標準的商業道德要求規範內部管理及商業合作。供應商在運營中，包括處理各類關係、商業行為、採購和運營等各個方面，應始終符合道德規範。迪芬尼集團《職業道德與商業行為規範》作為規範雙方合作道德標準的基礎，供應商應在該基礎上，結合相關法規及行業規範之要求，建立完善商業道德管理機制，以達到更高的商業標準。

### **D1. 商業誠信**

供應商始終秉承最高的誠信標準，禁止任何及所有形式的賄賂、腐敗、敲詐勒索和貪污行為。所有的業務來往應具透明度，並準確地記錄在賬簿和商業記錄上。應推行監控、記錄留存以及強制管理措施以確保符合反腐敗法律的要求。

### **D2. 無不正當收益**

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，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地進行)，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、記錄留存以及強制管理措施以確保符合反腐敗法律的要求。

### **D3. 信息披露**

供應商應設立有效機制以避免機密資訊或受保護資訊的濫用、洩露、丟失、篡改或未經授權的披露、獲取或訪問。供應商應根據相關法規和行業規範披露有關勞

工、健康與安全、環境實踐、業務活動、主要架構、財務狀況和績效等資訊。不允許偽造記錄或虛報供應鏈中的各種實際運營情況。

#### **D4. 尊重和保護知識產權**

應尊重知識產權，技術或經驗知識，從保護知識產權的角度出發，管理技術和相關專業知識，確保在運營過程中不洩露商業秘密、商標、專利、著作等知識財產，並且應保護客戶和相關供應鏈的資訊安全。

#### **D5. 公平交易、廣告和競爭**

應秉持公平交易、廣告發佈和競爭的標準。符合各地商業管理規定，不得固定價格、操縱投標、限制產量與配額，或以分配顧客、供應商、營運區域或商業種類等方式，分享或分割市場。供應商必須制定保護客戶資料的恰當措施。

#### **D6. 身份保護和反報復政策**

除非法律禁止，否則供應商應制定相關管理機制，以確保其下游供應商和員工(反饋者)受到保護，亦確保其舉報身份的機密性及匿名性。供應商應為其員工建立溝通機制，使其能夠提出任何問題，而不擔心遭到打擊報復。

#### **D7. 負責任的礦產採購**

供應商應積極配合迪芬尼履行負責任的礦物採購，對其生產的產品中的鉍、錫、鎢、金的來源和監管鏈進行盡職調查，以確保其來源符合經濟合作與發展組織(OECD)《受衝突影響和高風險地區礦產供應鏈盡職調查指南》或同等和公認的

盡職調查框架。供應商需就調查的資訊登陸迪芬尼綠色產品管理平台 GP-Portal® 進行宣告和揭露。

## **D8. 私隱保護**

應承諾保護與其有業務往來的所有人士 ( 包括供應商、客戶、消費者和員工 ) 的個人信息，以滿足上述相關人士的保護其合理隱私的期望。收集、存儲、處理、傳輸和分享個人資訊時，應遵守與隱私和資訊安全有關的法律和法規的要求。

## **E . 管理體系**

有效的管理體系是推動永續發展的保障。供應商應建立本準則範圍相關的管理體系。在建立管理體系的過程中應確保：

- 符合供應商經營和產品範圍所屬相關的法律、法規、行業及本準則要求；
- 確保其能有效識別並降低與本準則相關的運營風險。
- 應具有可持續性，以促進不斷優化。同時有效的社會責任管理體系應包含如下要素：

### **E1. 有效的系統規劃與管理目標**

- **公司關於社會責任管理的政策**

供應商應制定社會和環境責任政策，以明確其就合規管理和持續改進所作的承諾，該政策需經企業最高負責人批准，以當地語言公開發佈。

- **管理層問責和責任** 供應商應指定負責實社會責任管理體系和相關計畫落實執行的指定人員和管理者代表。
- **及時識別法律、行業與客戶要求** 應及時識別、監控和瞭解適用法律、法規和客戶的要求。
- **風險評估與風險管理** 供應商應就是別的相關要求及當前企業運營的實際情況，結合各個風險相對的重要程度進行風險判定，並擬定有效的措施以控制識別風險並確保合規。
- **目標指標** 供應商應制定書面目標、指標和實施計畫，並定期評估這些目標、計畫的執行進展情況，從而提高勞工、環境以及健康和安全績效。

## **E2. 有效的執行管理**

- **溝通與培訓** 供應商應定期就社會責任管理的推行，向員工進行有必要的培訓，同時應向員工、客戶等利益相關方清晰準確地傳達有關永續發展的政策、實踐、期望和績效。
- **員工申訴與反饋** 應建立有效的申訴機制，以評估員工對永續發展的實踐和條件的理解，並獲得回饋，以促進持續改進。供應商必須為員工提供安全的申訴環境，讓他們能在不擔心打擊或報復的情況下表達不滿和提供回饋意見。

## **E3. 有效的自我盤查管理**

- **審核與評估** 應建立定期的自我評估機制，確保當前運行符合與社會責任和環境責任有關的法律法規、行業規範和本準則要求。

#### **E4. 有效的糾正和預防措施**

- **糾正措施** 應建立機制用以及時糾正內部或外部評估、檢查、調查及審查中發現的缺陷。
- **檔案和記錄** 應確保所有運行記錄均得以良好維護和存檔，相關文件管理應確保遵循法規並符合公司的要求，同時需符合保護隱私的相關保密條款。

#### **E5. 下一階供應商管理責任**

應建立對下一階供應商實施社會責任管理的機制，包括但不限於向其進行盡責調查、定期傳達社會責任管理的要求、實施風險評估以及促其持續改善。

### **# 相關參考資料**

《聯合國反腐敗公約》

《世界人權宣言》

《联合国工商业与人权指导原则》

《联合国全球契约原则》

《国际劳工组织核心劳工标准》

美国《反海外腐败法》(“FCPA” )

英國《現代奴隸法》

英國《反賄賂法》

《经合组织关于来自受冲突影响和高风险区域的矿石的负责任供应链尽职调查指南》

RBA(Responsible Business Alliance)《責任商業聯盟行為準則》

## **Tymphay Supplier Code of Conduct**

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As a leading provider of information, electronic, and consumer products solutions, Tymphany upholds the corporate mission of outstanding quality innovative research and development, smart manufacturing and stable growth, and actively promotes sustainable development with the best effort based on the three main aspects of “environmental protection”, “pragmatism and responsibility” and “smart applicable”. In addition, Tymphany aims to maximize its influence and collaborates with supplier chain cooperating partners to improve sustainable development jointly and continuously while fulfilling corporate citizen responsibilities.

Tymphany is committed to the implementation of responsible procurement management, and suppliers are requested to properly comply with the local laws and the business code of conduct, to also protect the legal rights and interests of employees, to respect and ensure fair treatment of employees, to provide safe working environment to employees and to participate in environmental protection actively, thereby maintaining the highest business ethical standards.

To further regulate the responsible procurement management operation, Tymphany hereby establishes the “Supplier Code of Conduct” (hereinafter referred to as the “Code of Conduct”) for compliance. The Code of Conduct is established in accordance with the International Labour Organization (ILO), Responsible Business Alliance (RBA),

generally accepted social responsibility related management systems (ISO 45001, ISO14001, etc.) and customers' requirements on the labor human rights, environmental and occupational health and safety, conflict minerals management and business ethical standard. The Code of Conduct is applicable to all suppliers of Tymphany and subsidiaries. Tymphany requests suppliers to comply with the requirements of the Code of Conduct during the cooperation period and to also optimize the management system actively in order to improve performance continuously. In case of any discrepancy between the local laws and the Code of Conduct, the stricter standard shall prevail.

## **P. Social Zero Tolerance**

**Tymphany considers the following as the restrictions for the social responsibility management. In case of discovery of any violation of the following conditions, the cooperation relationship between the two parties will be significantly affected, including but not limited to termination or suspension of cooperation relationship.**

- ✧ Any form of employment of child labor.
- ✧ Any form of compulsory or forced labor and bonded labor.
- ✧ Any abusive conduct towards employees.
- ✧ Any form of bribery, corruption, extortion, blackmail or dishonest behaviors.

## **F . Labor Human Rights**

Employees are the most important cooperating partners of an enterprise, all employees shall be treated with respect and fairness. Accordingly, suppliers commit to protect the labor rights and interests of employees at the maximum possible extend.

### **A1 Free Choice of Professional and Employment**

All works and jobs of employees of suppliers shall be performed voluntarily, and Tymphany prohibits any form of compulsory or forced labor.

- Suppliers shall not engage in human trafficking or any form of slavery, compulsory or forced labor, bonded labor, contract or prison labor, and shall not transport, conceal, recruit, transfer, accept or employ personnel through any means of threat, forced or compulsory method or fraud, or use any recruitment agency service involving compulsory or forced labor.



- Workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment.
- Suppliers shall not detain or intentionally damage employees' identification certificates, entry/exit permit documents or any identity supporting document original copies issued by the government.
- Suppliers shall sign labor agreement (contract) with employees according to the laws, and shall also state the employment terms and conditions clearly in the language understandable to the employees.
- Suppliers shall not impose unreasonable activity restrictions, such as restricting employees' freedom to drink water or use toilets.
- Employees shall have the right to resign from the work freely at any time. When an employee provides a reasonable advance notice according to the laws or requirements specified in the labor agreement (contract) of both parties, he/she shall have the right to terminate the employment relationship without any penalties.

## **A2. Child Labor and Underage Worker Protection**

Employment of employees shall be made in accordance with the minimum employment age requirement specified in the laws or international standards (the stricter standard shall prevail). Tymphany prohibits any form of child labor. Workers under the age of 18(Underage Worker) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime. Proper management of underage worker like proper maintenance of records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable laws and regulations are needed.

## **A3. Reasonable Working Hours**

The working hours shall not exceed the maximum working hours specified by the local laws and regulations. All overtime work shall be voluntarily agreed upon by employees. Employees working for six days consecutively shall be given at least one rest day.

## **A4. Wage and Benefits**

Salaries and benefits, including the minimum wage, overtime pay and statutory benefits specified by the law, entitled to employees shall be paid and provided according to the laws. It is prohibited to deduct wage as a means of disciplinary action. Suppliers shall ensure that concise and appropriate wage documents or slips are provided to employees

timely during each payment cycle, in order to verify and prove the accuracy of the salaries paid to employees. Suppliers shall comply with the local laws and regulations to employ any temporary workers, dispatch workers and expatriates.

#### **A5. Humane Treatment**

Tymphany prohibits any abusive conduct towards employees. Suppliers shall not treat employees harshly inhumanely, including violence, sexual violence, sexual harassment, physical punishment, mental or physical oppression, bullying, public humiliation or verbal insult, and it is also prohibited to engage in any similar conducts with threats. All relevant disciplinary policies and procedures shall be clearly defined and conveyed or explained to employees clearly.

#### **A6. Non-discrimination/Non-harassment**

Suppliers shall not discriminate or harass employees due to race, skin color, gender, sexual orientation, gender identity/expression, race, ethnicity or ethnic group, disability, pregnancy, religious belief, political stance, group background, veteran identity, protected genetic data or marriage status, etc. during recruitment or actual works, that may affect the employees' wage, job promotion, reward and opportunity to receive training, etc. It is prohibited to request employees or quasi-employees (employees expected to report to work) to receive discriminative medical test or physical examination. Reasonable place for religious activities shall be provided to employees.

#### **A7. Freedom of Association**

Suppliers shall respect employees' rights to organize and participate in the union of their choice, to engage in collective bargaining and to participate in peaceful assembly. In addition, suppliers shall also respect employees' right to avoid such activities. Employees or union representatives may communicate the job conditions and management methods with the management and share their opinions and concerns in an open manner without worries of discrimination, revenge, threat or harassment.

### **G . Occupational Health and Safety**

Tymphany values the occupational health and safety issue significantly. Suppliers eliminate or reduce occupational hazards diligently and shall also continue to invest resources on employees and to enhance employees' ability in identifying health and safety risks, which is also the key to hazard prevention. Appropriate occupational health and safety trainings, including but not limited to machinery, power, chemical, fire and

physical hazards, shall be provided to employees. Health and safety related information shall be posted at visible areas of the workplace, or relevant document shall be provided at places that are visible and accessible to employees. In addition, employees shall be encouraged to raise any health or safety related concerns and to also protect them from any revenge acts.

### **B1. Occupational Safety**

Suppliers shall comprehensively obtain and timely update all necessary health and safety permits, which is essential basis to ensure occupational safety. Suppliers shall provide and maintain safe working environment, and shall also integrate health and safe management in job duties completely, such that through the priority sequence of hazard elimination, replacement, engineering control, administrative control processes, occupational health and safety hazards can be identified, assessed and managed. If the source of hazard cannot be effectively controlled via the aforementioned method, appropriate and properly maintained personal protective equipment and teaching materials related to such hazardous accidents and risks shall be provided to employees. Employees shall be encouraged to raise safety concerns. Employees shall have the right to refuse unsafe operations and to report unhealthy working environment.

### **B2.-Emergency Preparedness**

Suppliers shall identify and assess potential emergency situation or events, and shall also establish and implement emergency response plan and mechanism, in order to reduce harm to lives and damages to environment and properties at the maximum extend, including but not limited to: emergency reporting, evacuation plan, employee training and drill, appropriate fire detection and fire extinguishing equipment, and adequate evacuation facilities, etc. Emergency drill shall be performed at least once annually, or shall be performed according to the local regulatory requirements, whichever is stricter shall be performed. The emergency plan shall include firefighting and fire extinguishing equipment, clear emergency exit, adequate escape exit facility, emergency evacuation assembly spot, emergency response personnel contact information and recovery plan complying with the regulatory requirements. All of these plans and procedures shall focus on the reduction of hazards to lives, environment and properties as much as possible.

### **B3. Occupational Injury and Illness**

Effective mechanisms shall be established to prevent, manage, track and report occupational injuries and illness, including but not limited to: encouraging employee

reports, classifying and recording cases of occupational injuries and illness (including near-miss events and illness), providing necessary treatment, investigating cases and adopting corrective measures in order to eliminate the root cause and assisting employees to resume their job positions. In addition, suppliers shall provide emergency rescue equipment and first-aid boxes of sufficient quantity, in order to provide medical services to injured or ill workers.

#### **B4. Industrial Hygiene**

Suppliers shall adequately identify, assess and control impacts caused by chemicals, biological and physical agents contacted by employees according to relevant laws and system requirements, and shall also actively seek solutions for eliminating and reducing such concerns along with proper implementation of such solutions. In case where the hazard cannot be eliminated or mitigated, such concerns shall be eliminated or controlled via appropriate design, engineering and administrative control measures. For hazards that cannot be eliminated or controlled in any way, appropriate and properly maintained personal protective equipment shall be provided to employees, and it is also necessary to ensure that employees understand the use requirements of the protective equipment and receive necessary education and training.

#### **B5. Physically Demanding Work**

Suppliers shall properly identify, assess and control hazards of physical labor works on employees, including the works of manual transportation of materials, repetitive lifting of heavy objects, long-term standing and assembly works of high repetitiveness or high intensity. In addition, adequate and effective engineering control measures shall be established in order to reduce or eliminate heavy physical works.

#### **B6. Machine Safeguarding**

Suppliers shall assess the safety concerns of production equipment or other types of machines. To prevent harms caused by machines on employees, properly maintained physical protection equipment, interlock equipment and safety shield shall be provided.

#### **B7. Sanitation, Food and Accommodation**

Suppliers shall provide convenient and clean toilet facilities and clean drinking water to employees. The catering and storage facilities provided by suppliers shall comply with the local health standards. In addition, when accommodation is provided to employees, it shall be clean and complying with the local relevant safety standards. All public health, food and accommodation safety shall be properly maintained and

managed.

### **B8. Health and Safety Communication**

Suppliers shall implement occupational health and safety trainings in the native languages of employees. In addition, health and safety related information shall be posted at visible areas of the workplace.

## **H . Environmental Management**

Environmental protection is the essential core of sustainable development. Suppliers shall identify, establish, implement and maintain environment-related responsibilities and operations, including but not limited to: identifying the impact of its own operations and techniques on the environment, reducing negative impact on the community, environment and natural resources, and protecting the health and safety of the general public.

### **C1. Environmental Permits and Reports**

All (including those required by the local government) necessary environmental permits (such as emission monitoring), registration, approval, monitoring reports and other documents shall be obtained. In addition, all of these permits and documents shall also be maintained and updated timely, and the operation and relevant report requirements of the permits shall be complied properly.

### **C2. Pollution Prevention and Resource Reduction**

Supplier shall prevent its operation from causing environmental pollution (including but not limited to water pollution, air pollution, light pollution, noise pollution). Through source management and responsible measures (such as installation of pollution prevention/control equipment, adjustment of production, optimization of techniques or relevant maintenance measures), in order to eliminate or reduce emission of pollutants and generation of wastes. Suppliers shall actively respond to resource saving initiatives (such as adjustment of production, optimization of techniques or relevant maintenance measures, replacement of materials, reuse of materials, resource saving, recycle or other methods) in order to decrease or reduce consumption of natural resources (including water, fossil fuel, mineral and original forest products).

### **C3. Hazardous Substance Management**

Suppliers shall identify, label and manage chemicals, wastes and other substances that

may cause hazard to people and environment, and disposal thereof shall be made in accordance of relevant local regulations timely, in order to allow these substances to be processed, transported, stored, used, recycled or reused and disposed safely.

#### **C4. Solid Waste**

Suppliers shall implement systematic management method to perform responsible waste management, including but not limited to identification, management and reduction of waste and to recycle non-hazardous waste with best effort.

#### **C5. Emission**

Suppliers shall properly manage, reduce and responsibly control exhaust emission that is hazardous to the environment and generated from the operation. Volatile organic chemical substance, spray, corrosive substance, particulate matter, ozone-depleting substance and combustion by-product generated during the manufacturing and operation processes shall be properly classified, routinely monitored, controlled and treated according to the requirements prior to the emission of such substances. Suppliers shall also implement routine monitoring and testing on the performance of the exhaust emission control system.

#### **C6. Materials Restrictions**

Supplier shall comply with relevant laws, regulations and customer requirements for certain specific substances (including recycle and disposal labels) restricted or prohibited from use in the product or during the manufacturing process. In addition, suppliers shall guarantee that for all products sold, the raw materials, dyes, solvents and consumables used comply with the special requirements on the content of the aforementioned substances specified by Tymphany. The content requirements of each type of substance is described in “QSI057-1031 Green Product Chemical Substance Specification”.

#### **C7. Water Resource Management**

Suppliers shall establish water resource management plan, in order to record, classify and monitor water resources and its use and discharge status. Prior to the discharge or disposal of wastewater, classification, monitoring, control and treatment on the wastewater shall be rigorously implemented according to the local regulations and relevant environmental system requirements. In addition, routine monitoring and maintenance on the operation status of the wastewater treatment and control system (facility) shall be implemented, in order to ensure its optimal performance and

compliance. Prior to discharge or dispose sewage generated from the operation, industrial procedure and sanitation facility, classification, monitoring, control and treatment of the sewage shall be implemented according to requirements. In addition, measures shall be adopted to reduce the generation of sewage. Participants shall also perform routine monitoring and control on the performance of the sewage treatment system.

## **C8. Energy Consumption and Greenhouse Gas Emissions**

Suppliers shall established the greenhouse gas (GHG) emission reduction goal, and the tracking, recording and public disclosure of the energy consumption as well as the Scope 1 and Scope 2 related GHG emission status shall be implemented according to the goal. Furthermore, suppliers shall actively seek methods to increase the energy efficiency and to reduce the energy consumption and GHG emission during the operation process at the maximum extend.

## **I . Ethics**

Tymphany has always adopted high standard of business ethical requirements to regulate internal management to engage in business cooperation. During the business operations of suppliers, including the aspects of various relationships, business conducts, procurement and operation, all operations have always been ensured to comply with the code of ethics. Tymphany has established the “Professional Ethics and Business Code of Conduct” as the basis for regulating the cooperation ethical standard between both parties. Suppliers are requested to consider requirements of all relevant laws and industry norms in order to establish a comprehensive business ethics management mechanism, thereby achieving a higher business standard.

### **D1. Business Integrity**

Suppliers shall adopt the highest integrity standard at all time, and any form of bribery, corruption, extortion, blackmail or dishonest behaviors shall be prohibited. All business dealings shall be transparently and accurately recorded on ledger and business records. Monitoring, record preservation and compulsory management measures shall be implemented, in order to ensure compliance with anti-corruption regulatory requirements.

### **D2. No Improper Advantage**

It is prohibited to promise, provide, approve, give or accept any bribes or other forms



of improper advantage, including promising, providing, approving, giving or accepting anything of value (either directly or indirectly through a third party), for the purpose of obtaining or retaining business, transferring business to others or gaining an improper advantage. Monitoring, record preservation and compulsory management measures shall be implemented, in order to ensure compliance with anti-corruption regulatory requirements.

### **D3. Information Disclosure**

Suppliers shall establish effective mechanism to prevent confidential or protected information from misuse, leakage, loss, alternation or unauthorized disclosure, obtaining or interview. Suppliers shall disclose information related to labor, health and safety, environmental practice, business activities, main framework, financial status and performance, etc. according to relevant laws and industry norms. Any falsification of records or deceptive reports of any actual operation status in the supply chain shall be prohibited.

### **D4. Respect and Protect Intellectual Property Rights**

Intellectual property rights, technologies or experiential knowledge shall be respected. Technologies and relevant professional knowledge shall be managed based on the objective of intellectual property right protection, in order to ensure that no intellectual properties of trade secrets, trademarks, patents and works are disclosed during the operation process. Furthermore, the security of customer information and supply chain related information shall be protected.

### **D5. Fair Trade, Advertisement and Competition**

Fair trade, advertisement announcement and competition standards shall be adopted. Local business management regulations shall be complied, and it is prohibited to fix prices, make rigged bids, establish output restrictions or quotas, or share or divide markets by allocating customers, suppliers, territories or lines of commerce. Suppliers shall establish appropriate measures to protect customer data.

### **D6. Identity Protection and Anti-Retaliation Policy**

Unless the law prohibits, suppliers shall establish relevant management mechanism to ensure that downstream suppliers and employees (feedback providers) are protected, and shall also ensure the confidentiality and anonymity of the reporter's identity. Suppliers shall establish communication mechanism for their employees, in order to allow them to report any questions without any concern on retaliation or revenge act.



## **D7. Responsible Mineral Procurement**

Suppliers shall actively cooperate with the responsible mineral procurement implemented by Tymphany, and shall conduct due diligence on the sources of tantalum, tin, tungsten, gold etc...that in the products manufactured and shall monitor the supply chain, in order to ensure that the sources comply with the “Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas” published by Organization for Economic Cooperation and Development (OECD) or equivalent and generally accepted due diligence framework. Suppliers shall register the due diligence information on Tymphany's green product management platform GP-Portal® for declaration and disclosure.

## **D8. Privacy Protection**

The personal information of all personnel (including suppliers, customers, consumers and employees) having business dealings with the suppliers shall be protected, in order to satisfy the reasonable expectation on the privacy protection of the aforementioned personnel. During the collection, saving, processing, transmission and sharing of personal information, requirements of laws and regulations related to privacy and information security shall be complied with.

## **J . Management System**

Effective management system is essential to the implementation of sustainable development. Suppliers shall establish a management system related to the scope of the Code of Conduct. During the process of establishing the management system, it is necessary to ensure:

- Complying with requirements of relevant laws, regulations, industry norms and the Code of Conduct applicable to the business and product scope of the suppliers;
- Ensuring the capability of identifying and reducing relevant operational risks described in the Code of Conduct.
- Shall be continuously implemented to promote continuous optimization. Furthermore, an effective social responsibility management system shall include the following elements:

### **E1. Effective System Planning and Management Objective**

- **Company's commitment on Social Responsibility Management**

Suppliers shall establish social and environmental responsibility statement in order to explicitly state the commitment made for compliance management and continuous improvement. The policy shall be approved by the highest responsible person of the company and publicly announced in local language.

- **Management Accountability and Responsibility** Suppliers shall designate management representative to executive management and has the responsibility and authority to manage social and environmental compliance requirements for the business.
- **Timely identification of Laws, Industrial and Customer Requirements** Applicable laws, regulations and customer requirements that apply to the facility shall be identified, monitored and understood timely.
- **Risk Assessment and Management** Suppliers shall implement effective process to identify and analyze potential risks (gaps in business processes) that could lead to noncompliance with labor, ethics, EHS (environmental, occupational health & safety) requirements.
- **Objectives and Strategies** Suppliers shall have written process to define objectives and targets, so as the implementation plans for achieving performance on its objectives and targets management.

## **E2. Effective Implementation Management**

- **Communication and Training** Suppliers shall periodically organize necessary employee trainings for the implementation of social responsibility management. In addition, relevant policy, implementation, expectation and performance are expected to communicate with stakeholders.
- **Employee Complaint and Feedback** Effective grievance mechanism shall be established for employees to express their grievances and protect their rights regarding working conditions and terms of employment by open communication between management and workers. To ensure continuous improvement, Safety channels should be easy available and whistleblower confidentiality protected and prohibit retaliation

## **E3. Effective Self-Inspection Management**

- **Review and Evaluation** Periodic self-evaluation mechanism shall be established, in order to ensure that the current operation comply with the requirements of

relevant social responsibility and environmental responsibility laws, regulations, industry norms and Tymphany Supplier Code of Conduct.

#### **E4. Effective Corrective and Preventive Measures**

- **Corrective Measures** Mechanism shall be established to timely correct deficiencies found during the internal or external assessment, inspection, survey and review.
- **Files and Records** All operation records shall be ensured to be maintained and saved properly. Relevant document management shall be ensured to comply with the laws and requirements of the Company. In addition, relevant confidentiality clauses of privacy protection shall also be complied.

#### **E5. Management Responsibility for Sub-tier Suppliers**

Mechanism for implementing social responsibility management on the sub-tier suppliers shall be established, including but not limited to conducting due diligence, periodically training and communication on social responsibility management requirements, implementing risk assessment and requesting for continuous improvement of the sub-tier suppliers.

## **# Relevant References**

“United Nations Convention against Corruption”

“Universal Declaration of Human Rights”

“United Nations Guiding Principles on Business and Human Rights”

“United Nations Global Compact”

“International Labour Organization Core Labor Standards”

U.S. “Foreign Corrupt Practices Act” (FCPA)

U.K. “Modern Slavery Act”

U.K. “The Bribery Act 2010”

“Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas”

RBA (Responsible Business Alliance) “Code of Conduct - Responsible Business Alliance, RBA”