# **UNI-PCSC's Supplier Code of Conduct**

UNI-PCSC is committed to ensuring that working conditions in its supply chains are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible and conducted ethically. Therefore, UNI-PCSC established this Supplier Code of Conduct ("Code") and requires our suppliers to operate in accordance with the principles outlined in this Code and in full compliance with the laws, rules and regulations of the countries in which they operate. In addition, UNI-PCSC also expects our suppliers to hold their suppliers, contractors, and service providers to the standards defined in this Code.

Suppliers' compliance with this Code will be deemed as one of the essential considerations for UNI-PCSC's decision making in purchasing and/or future collaboration. It is our intention to collaborate closely with our suppliers to drive continuous improvement through communication, audits, and follow-up assessments. However, failure to comply with this Code or cooperate with our auditors may result in termination of the business relationship or any other losses (including but not limited to compensation, fines, etc.).

This Code consists of five sections: Section A covers labor standards and regulations; Section B addresses health and safety; Section C outlines environmental protection standards; Section D provides guidelines on business ethics; and Section E establishes fair and reasonable management procedures.

Further, this Code is established in reference to the "United Nations Guiding Principles on Business and Human Rights, 2011" (UNGPs, 2011) and other international human rights regulations, and will be subject to review and revision as necessary.

# **A. LABOR STANDARDS and REGULATIONS**

Suppliers shall commit to uphold and respect the rights of workers and relevant laws in accordance with internationally recognized standards This applies to all workers, including but not limited to temporary workers, apprentices, regular workers, full-time employees, and any other types of workers.

#### 1) Freedom of Choice

The use of forced labor or unreasonable contractual terms to employ workers is strictly prohibited. All work must be voluntary, and workers shall have the right to freely resign or terminate the employment relationship at any time. Suppliers shall not withhold, destroy, hide, or confiscate workers' identification cards or immigration documents in any manner, except in cases where the employer is legally required to hold permits.

# 2) Prohibition of Child Labor

Child labor under the age of fifteen (15) is not allowed to be employed in any stage of manufacturing, and if there is any workers between 15 and 16 years old shall not perform work that is likely to jeopardize the health or safety of them, including but not limited to work in night shift and/or overtime. The Supplier shall safeguard the workers' rights through proper record-keeping, rigorous audit of educational Suppliers and compliance with applicable laws and regulations.

#### 3) Working Hours

The working hours, overtime, rest and vacation time of workers employed by Supplier should comply with local labor laws.

# 4) Wages and Benefits

Wages and benefits paid to workers shall comply with all applicable 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, and pre-deduction of wages as a disciplinary measure is prohibited..

# 5) Non-Discrimination

Suppliers shall commit to ensuring that workers are free from illegal discrimination and that factors such as race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation or marital status do not affect wages, benefits, promotions, or other opportunities.

# **6) Humane Treatment**

Workers should not be subjected to harsh or inhumane treatment, including any form of harassment, corporal punishment, mental coercion, or verbal abuse Suppliers should also comply with relevant laws, including but not limited to the Act of Gender Equality in Employment, the Sexual Harassment Prevention Act, etc.

#### 7) Freedom of Association and Bargaining Right

Suppliers shall respect the freedom of association and the right to collective bargaining of all employees and shall effectively inform them that they are freeto join any organization of their choice without any fear of adverse consequences or retaliation. Suppliers shall not interfere with establishment, operation or management of such

organizations or collective bargaining process in any way.

#### **B. HEALTH and SAFETY**

Suppliers shall recognize the prerequisites for preventing or minimizing the incidence of work-related injuries and continue to carry out pre-post disaster prevention education for workers to effectively prevent and address health and safety hazards in the workplace.

#### 1) Occupational Safety

Suppliers shall continuously educate and train workers on safety knowledge through reasonable systems, management measures, preventive maintenance, and safe operational procedures. These efforts aim to reduce or eliminate workplace safety hazards (such as fire, heavy object compression, transportation tools, and fall risks or accidents) to prevent harm to workers or third parties. If necessary, employees shall be provided with appropriate, well-maintained personal protective equipment, as well as basic equipment or educational materials related to these hazards and associated risks. Reasonable measures must also be taken to keep pregnant workers away from high-risk working environments, and appropriate, well-maintained nursing rooms shall be provided for breastfeeding employees.

# 2) Emergency Preparedness

Suppliers shall identify and assess potential emergency situations (including but not limited to natural disasters, infectious diseases, protests, etc.) and formulate emergency response procedures in advance to manage these situations and comply with UNI-PCSC's instructions to minimize subsequent impacts. This includes appropriate fire detection and suppression equipment, unobstructed emergency exits, personnel evacuation facilities, and recovery plans. Emergency reporting, employee training, and drills shall also be conducted to minimize harm to life, the environment, and property.

# 3) Occupational Injury and Illness

Suppliers shall establish reasonable systems and management measures to prevent, track, and report occupational injuries and illnesses. These measures shall include identifying hazards and encouraging employees to report potential risks in advance; providing necessary medical assistance for work-related injuries and illnesses; investigating cases and implementing corrective actions to prevent recurrence; and assisting affected employees in returning to work after recovery.

#### 4) Physically Demanding Work

Suppliers shall establish reasonable systems and management measures to assess, control, and reduce the impact and hazards of physically demanding work on employees. This includes risks associated with manual material handling, repetitive heavy lifting, prolonged standing, and highly repetitive or high-intensity assembly tasks.5)

# 5) Machine Safeguarding

Suppliers shall establish reasonable systems and management measures to assess the hazards associated with production equipment or other auxiliary machinery. To prevent potential injuries to employees, Suppliers shall provide and properly maintain physical safety guards, interlocking shutoff devices, and other necessary and reasonable protective measures. Additionally, they shall ensure proper safety training for operators.

# 6) Sanitation, Food, and Housing

Workers shall be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Workers dormitories provided by Supplier or labor agents shall be maintained as clean and safe, and provided with legally compliant fire safety equipment, appropriate emergency exits, hot water for bathing, sufficient lighting, heating, and ventilation, secure and independent storage spaces for personal and valuable items, as well as appropriate and easily accessible private spaces.

#### 7) Health and Safety Communication

Supplier shall provide workers with appropriate workplace health and safety information and training in their primary language and ensure that workers are aware of all workplace hazards, including without limitation, mechanical, electrical, chemical, fire and physical hazards. Health and safety-related information shall be clearly posted in prominent locations in the workplace or made easily accessible to workers. Training shall be provided to all workers before starting work and regularly thereafter, with encouragement for workers to enhance their safety and health awareness

#### 8) Natural Disaster

Suppliers shall have full understanding of possible natural disaster such as earthquake, drought, flood and typhoon and so on which the factory or workplace located may encounter and evaluate the possibility and severity may arise from human injury, property loss and business interruption. To minimize the risk caused by natural disaster, Supplier shall establish protective measurement, develop emergency procedure, train and exercise and perform emergency plan according to the conclusion of aforementioned evaluation.

# 9) Infection Control & Prevention

Suppliers shall implement various occupational safety, health protection, and health management measures to prevent and control biological pathogens in the workplace, effectively preventing the spread of infectious

diseases within the working environment. In addition to complying with the epidemic prevention measures of the Taiwan Centers for Disease Control, the above-mentioned control measures must also adhere to all epidemic prevention regulations of UNI-PCSC, in order to ensure the health of workers and the safety of products.

# C. ENVIRONMENTAL PROTECTION STANDARD

Suppliers shall minimize adverse impacts on the local community, environment, and natural resources during their manufacturing processes, while safeguarding public health and safety:

# 1) Environmental Permits and Reporting

All required environmental permits (including but not limited to factory operation permits, emissions monitoring, etc.), approvals and registrations shall be obtained, maintained and kept current and their operational and reporting requirements shall be followed.

# 2) Greenhouse Gas Emissions and Energy Efficiency, Improvement of Raw Materials and Water Resources Efficiency

The use of resources and generation of waste of all types, including water, energy and raw materials, shall be reduced or eliminated at the source or by practices such as improved production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

# 3) Pollution Control and Management of Waste

# (a) Pollution Control

Supplier shall make its best effort to reduce and cease the emission and production of polluted materials and hazardous waste by its origin (e.g. equip with facilities for pollution control; improve procedures used in manufacture, maintenance and facilities or other enhanced measurements). Chemicals and other materials posing a hazard if released to the environment shall be identified and managed to ensure their safe handling, including during production, transportation, storage, use, recycling, reuse and disposal.

#### (b) Air Emissions

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

# 4) Improvement of Raw Materials and Water Resources Efficiency

Supplier shall implement a water resource management plan to record, categorize, and monitor water resources, usage, and discharge. Efforts shall be made to identify opportunities for water conservation and to control pollution sources. Wastewater generated from operations, industrial processes and sanitation facilities are to be characterized, monitored, controlled and treated as legally required prior to discharge or disposal. In addition, measures shall be implemented to reduce generation of wastewater.

#### 5) Materials Restrictions

Suppliers shall comply with all applicable laws and regulations (including but not limited to environmental protection laws), and are prohibited or restricted from including certain or illegal substances in products and manufacturing processes (including labeling for recycling and disposal).

#### 6) Greenhouse Gas Emissions and Energy Efficiency

Suppliers shall seek cost-effective methods to improve energy efficiency and must track, record, and audit energy consumption and greenhouse gas emissions at their workplaces and across business operations. Suppliers must minimize energy consumption and greenhouse gas emissions wherever possible and shall bear full responsibility for any violations of applicable laws.

# 7) Environmental Responsibility

- (a) Suppliers agree that UNI-PCSC, its personnel or employees have the right to conduct audits of Suppliers for compliance with relevant laws and regulations, in all manners including but not limited to photograpy during audits.
- (b) Suppliers acknowledge and understand the adverse impact of deforestation on global climate change and agree to actively promote and implement the "zero deforestation" policy. Suppliers further agree to comply with following guidelines and relevant international standards (e.g., NDPE policies), and to supplying zero-deforestation products:
- (i) Suppliers shall not engage in deforestation or development in forested areas, high conservation value areas (e.g., critical natural habitats, high carbon stock forests), peatlands, or similar ecosystems.
- (ii) Suppliers shall not clear or develop forested land using burning, logging, or any other method for production or development purposes..
- (iii) In order to preserve forests, high conservation value areas, and peatlands, Suppliers shall not procure products from any entities involved in deforestation, destruction of forests or peatlands, or those in violation of laws or international policies (e.g., NDPE policy).
- (iv) Suppliers shall support and promote the improvements in agriculture, forestry, biodiversity, reforestation

and restoration of natural ecosystems and commit to protect the rights and interests of farmers, workers and laborers.

#### **D. BUSINESS ETHICS**

To fulfill social responsibilities of UNI-PCSC, Suppliers and their sub-contractors shall adhere the highest standards of ethics conduct, including:

# 1) Business Integrity

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

#### 2) Anti-corruption and Conflict of Interest

Suppliers shall not promise, offer, give or accept bribes or any other form of improper benefits. This prohibition covers promising, offering, giving or accepting anything of value, whether directly or indirectly through a third party, in order to gain business advantages, transfer business, or obtain improper benefits.. During the course of cooperation with UNI-PCSC, if Suppliers encounter a situation requiring a choice between professional duties and personal interests, they must avoid such conflicts of interest.

## 3) Disclosure of Information

All business activities with UNI-PCSC must be conducted transparently and accurately recorded in applicable books and business records, in accordance with relevant laws and industry norms. Upon audit by UNI-PCSC representatives, Suppliers shall disclose relevant information regarding labor, health and safety, environmental practices, business operations, organizational structure, financial status, and performance. Falsification of records or misrepresentation of conditions within the supply chain is strictly prohibited.

# 4) Legal Compliance

Suppliers shall strictly comply with all applicable national laws (including but not limited to food safety and sanitation laws, fair trade laws, and product labeling laws), with lawful business operation being the top priority.

# 5) Anti-Competitive Behavior

Suppliers shall comply with the principle of fair competition and conduct business in accordance with all applicable antitrust laws. Suppliers shall engage in legitimate competition based strictly on product and service merits.

#### E. FAIR AND REASONABLE MANAGEMENT PROCEDURES

Suppliers shall establish procedures and forms to identify and manage environmental, health, safety, and ethical risks related to labor practices. Further, Suppliers shall request their employees, subcontractors or their subcontractors' employees to appropriately control the identified risks and ensure compliant with applicable laws and regulations, including but not limited to signing hazard communication forms and occupational safety and health commitment documents.

We sincerely appreciate your continued support in fulfilling corporate social responsibility. UNI-PCSC looks forward to working together with yours to promote shared values and strive toward becoming a top-tier enterprise in Taiwan and world-class enterprise. This Code shall be considered an integral part of any contract or agreement between both parties. Any violation of the aforementioned provisions (Sections A, B, C, D, and E) shall be deemed a material breach of such contract or agreement, and UNI-PCSC reserves the right to terminate the agreement or impose penalties in accordance with the terms thereof.

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