

AMPECO Supplier Code of Conduct

AMPECO is committed to conducting its business in an ethical, legal, and socially responsible manner. For this reason we are publishing this Supplier Code of Conduct in which we outline our expectations for AMPECO suppliers, vendors, contractors, consultants, and all other third-party providers of goods and services to follow these principles. They are aligned with leading global principles and standards, such as: UN Guiding Principles on Business and Human Rights, ILO Declaration on Fundamental Principles and Rights at Work, the UN Universal Declaration of Human Rights, the Responsible Business Alliance's Code of Conduct and others.

LABOR

- **Freely Chosen Employment**

Forced, bonded (including 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. All work must be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given as per worker's contract. Employers can only hold documentation if such holdings are required by law. In this case, at no time should workers be denied access to their documents.

- **Young Workers**

Child labor is not to be used in any stage of manufacturing. The term "child" refers to 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. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime.

- **Working Hours**

Working hours are not to exceed the maximum set by local law.

- **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.

- **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.

- **Non-Discrimination/Non-Harassment**

Companies 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.

- **Freedom of Association**

In conformance with local law, companies 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.

HEALTH AND SAFETY

- **Occupational Safety**

Worker potential for exposure to health and safety hazards (chemical, electrical and other energy sources, fire, vehicles, and fall hazards, etc.) are to be identified, assessed and mitigated. Where hazards cannot be adequately controlled, workers are to be provided with appropriate, well-maintained, personal protective equipment, and educational materials about risks associated with these hazards.

- **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.

- **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.

- **Health and Safety Communication**

Companies 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 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 without retaliation.

ENVIRONMENT

- **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.

- **Pollution 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 by practices such as modifying production, maintenance and facility processes, materials substitution, re-use, conservation, recycling, or other means.

- **Air Emissions**

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting substances, and combustion byproducts generated from operations are to be characterized, routinely monitored, controlled, and treated as required prior to discharge.

- **Materials Restrictions**

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

- **Water and Waste Management**

Companies shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; companies shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous).

- **Energy Consumption and Greenhouse Gas Emissions**

Companies are to look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

ETHICS

- **Business Integrity**

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

- **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.

- **Disclosure of Information**

All business dealings should be transparently performed and accurately reflected on the company's business books and records.

- **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.

- **Fair Business, Advertising and Competition**

Standards of fair business, advertising, and competition are to be upheld.

- **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.

- **Privacy and information security**

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

CONTACT

All questions or comments about this document can be directed at: sustainability@ampeco.com