FIH 富智康

FIH Responsibility Standards

Effective Date: December 6th, 2023

The Responsibility Standards (hereinafter referred to as the "Standards") provides an explicit interpretation of the requirements of the Code of Conduct of FIH (if applicable) and are supplemental to the Code of Conduct (hereinafter referred to as the "Code"). The scope of application of the “Standards” is consistent with the “Code” and applies to each of the Company's plants worldwide.

The formulation of the “Code” and “Standards” is based on the human rights stipulated in the “Universal Declaration of Human Rights” and the International Labor Organization's “Declaration on Fundamental Principles and Rights at Work”, with reference to the requirements of international standards such as ISO 45001 and ISO 14001.

In addition, when there is a discrepancy between national laws and FIH’s guidelines or standards of human rights, health and safety, ethics, and the environment, we follow the higher requirements. When there is a conflict between national laws and the guidelines or standards of FIH, we comply with national laws while striving to adhere to higher standards.

FIH 富智康

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Ethics

- **Business Integrity**

Code of Conduct Requirements

The highest standards of integrity are to be upheld in all business interactions. FIH shall have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement. Any and all forms of corruption, extortion and embezzlement are strictly prohibited, and result in immediate termination of services and legal action.

Responsibility Standards

1 Policy & Procedures

1.1 Written Policy & Procedures

Policy and procedures consistent with the Code, the Standards, and applicable laws and regulations should be in place to ensure that the highest standards of ethics are upheld in all business dealings and that a zero-tolerance policy is adopted for any form of bribery, corruption, extortion, and embezzlement.

1.2 Directly Responsible Individual(s)

The company shall designate the responsible individual(s) to oversee and enforce the implementation of ethical corporate management policy & procedures.

1.3 Investigations and Discipline

An adequate and effective monitoring and control plan should be in place to regularly monitor and control the proceeding of businesses to ensure that:

- employees do not provide or accept any improper offer, bribe, or other improper interest.
- records are authentic and correct.
- protect the identity and personal information of the personnel involved.
- prohibit any form of retaliation.

Appropriate investigation of possible suspected breaches should be conducted.

Appropriate discipline should be imposed, and preventive action plans should be taken in response to substantiated violations.

Adequate and effective processes should be developed and implemented to protect employees from being penalized for refusing to do anything that is not in accordance with the policy of the "Highest Standards of Ethics" and for refusing to express/voluntarily speak up about their decisions.

2 Training and Communication

2.1 Directly Responsible Individual(s)

Directly Responsible Individual(s) for ethical corporate management should be provided with full systematic training.

2.2 Employees and Supervisors

The ethical corporate management policy should be effectively communicated to all employees and supervisors during orientation, and the knowledge should be reinforced through periodic refresher training.

3 Documentation

All documentation related to business integrity should be kept, including but not limited to:

- Investigation reports on suspected breaches.
- Discipline and preventive action plans for substantiated breaches.
- A record that confirms that the policy has been communicated to employees in an easily understandable form.

• Disclosure of Information

Code of Conduct Requirements

All business dealings should be transparently performed and accurately reflected on FIH's business books and records. Information regarding FIH's labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentations of conditions or practices in the supply chain are unacceptable.

Responsibility Standards

1 Policy & Procedures

1.1 Written Policy & Procedures

Adequate and effective information disclosure policies should be developed and implemented:

- Information about the company's employees, health and safety, environmental practices, business activities, structure, financial condition, and performance should be disclosed in accordance with relevant regulations and industry practices.
- Public information shall be authentic and shall not be false or misleading, and unintentional errors shall be excluded from the discussion of this issue.
- Adequate and effective procedures should be established to verify the truth and correctness of information.
- False statements made by employees, management, and their acting persons should be investigated.

2 Training and Communication

2.1 Directly Responsible Individual(s)

Training should be provided to Directly Responsible Individual(s) for information disclosure.

3 Documentation

All documentation related to disclosure of information should be kept, including but not limited to:

- Financial reports and annual reports of business operations are available for review.
- Internal Management Measures.
- Records of audit or review of data.

• No Improper Advantage

Code of Conduct Requirements

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, including items such as cash or cash equivalents, entertainment, gift cards, product discounts, and non-business activities, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage. Monitoring, record keeping, and enforcement

procedures shall be implemented to ensure compliance with anti-corruption laws.

Responsibility Standards

1 Policy & Procedures

1.1 Written Policies and Procedure

Adequate and effective policy and procedures should be developed and implemented to ensure:

- Compliance with anti-corruption laws and regulations.
- Gifts to and from customers and suppliers are not excessive in amount or frequency.
- There are no promises to give, offers to give, authorization to give, actual giving or acceptance of bribes, and other forms of advantage to gain an illegal or improper advantage.
- Encourage employees to declare conflicts of interest.

1.2 Directly Responsible Individual(s)

Directly Responsible Individual(s) should be designated to oversee and enforce the implementation of the policy and procedures on no improper interest.

2 Operations Management

There should be plans in place to monitor and control business activities on a regular basis to ensure that:

- Employees or their acting persons do not offer or accept improper interest, bribes, or illegal/improper advantages.

3 Training and Communication

3.1 Directly Responsible Individual(s)

Training should be provided to directly responsible individual(s) for no improper interest.

3.2 Employees and Supervisors

The policies on no improper advantage should be effectively communicated to all employees and supervisors during orientation, and the knowledge should be reinforced through periodic refresher training.

4 Documentation

All documentation related to no improper interest should be kept, including but not limited to:

- Records of various training.
- Records of conflict interest declaration.

• Fair Business, Advertising, and Competition

Code of Conduct Requirements

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

Responsibility Standards

1 Policy & Procedures

1.1 Written Policy & Procedures

Adequate and effective policy and procedures should be developed and implemented to ensure that standards relating to fair trading, advertising, and competition are consistently upheld, including:

- Precautionary measures should be in place to prevent collusion with other companies on product pricing or other factors that may reduce competition.
- Procedures relating to fair trading, advertising, and competition should be implemented.

2 Training and Communication

2.1 Directly Responsible Individual(s)

Training should be provided to directly responsible individual(s) for business transactions and advertising.

3 Documentation

All documents relating to fair trading, advertising, and competition should be kept.

• Protection of Identity and Non-Retaliation

Code of Conduct Requirements

Programs that ensure the confidentiality, anonymity and protection of supplier and employee whistleblowers are to be maintained, unless prohibited by law. Anonymous complaints with clear and specific descriptions of person/time/place/event are to be accepted and protected. FIH should have a communicated process for their personnel to be able to raise any concerns without fear of retaliation.

Responsibility Standards

1 Policy & Procedures

1.1 Written Policy & Procedures

Adequate and effective policy and procedures should be developed and implemented to protect the identity of the whistleblower and prohibit retaliation, including:

- Ensuring the protection of whistleblowers or users of grievance mechanisms (internal and external).
- Implementing control procedures relating to identity protection and non-retaliation.
- Developing preventive measures to prevent the degradation of identity protection and retaliation.

2 Training and Communication

2.1 Employees and Supervisors

The identity protection and non-retaliation policy should be effectively communicated to all employees and supervisors during orientation to promote the company's whistleblower reporting channel.

3 Documentation

All documentation relating to protection of identity and non-retaliation should be maintained, including records of employee promotion.

• Intellectual Property

Code of Conduct Requirements

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.

Responsibility Standards

1 Policy & Procedures

1.1 Written Policy & Procedures

Adequate and effective intellectual property policies should be developed and implemented to ensure that intellectual property rights are protected.

Guidelines or procedures on information management should be established in order to protect information and intellectual property rights provided by suppliers and customers.

2 Operations Management

Intellectual property non-disclosure agreements should be signed with employees and management (either separately or as part of employment contracts).

Intellectual property non-disclosure agreements should be signed with customers and suppliers.

3 Training and Communication

3.1 Employees and Supervisors

There should be effective communication with all employees and supervisors during orientation to inform them of the intellectual property rights policies.

4 Documentation

Records of all IP-related documents should be maintained.

- **Privacy**

Code of Conduct Requirements

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

Responsibility Standards

1 Policy & Procedures

1.1 Written Policy & Procedures

Adequate and effective policy and procedures should be developed and implemented to protect the personal information of employees, customers, suppliers, etc., including:

- Precautionary measures should be put in place to prevent unauthorized use and disclosure of personal information.
- Monitoring and control procedures relating to the protection of personal information should be established.

2 Operations Management

2.1 Scope of Information

The scope of information includes, but is not limited to, identity privacy, behavioral privacy, personal income privacy, physical privacy, reputation privacy, portrait privacy, and other information that is not intended to be known by others.

2.2 Information Collection

Effective communication with employees should be made to ensure that statutory and required information is collected with their consent.

3 Training and Communication

3.1 Employees and Supervisors

There should be effective communication with all employees and supervisors during orientation to inform them of the privacy policies.

4 Documentation

Records of all privacy-related documents should be maintained.

Labor and Human Rights

• Freely Chosen Employment

Code of Conduct Requirements

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. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities, including but not limited to, workers' dormitories or living quarters. As part of the hiring process, workers must be provided with a written employment agreement in their native or familiar language that contains a description of terms and conditions of employment. Foreign migrant workers must receive the employment agreement prior to the worker departing from his or her country of origin and there shall be no substitution or change(s) allowed in the employment agreement upon arrival in the receiving country unless these changes are made to meet local law and provide equal or better terms. 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, agents and sub-agents' may not hold or otherwise destroy, conceal, confiscate identity or immigration documents, such as government-issued identification, passports, or work permits. 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. Workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker. The company should ensure that the labor dispatch companies it cooperates with comply with laws and regulations.

Responsibility Standards

1 Policy & Procedures

1.1 Written Policy & Procedures

Policies on freely chosen employment, i.e., prohibition and prevention of employee coercion, consistent with the Code, the Standards, and applicable laws and regulations, shall be established in writing.

Written procedures and systems should be developed to implement the policies on freely chosen employment.

The written policy and procedures should always be complied with.

1.2 Directly Responsible Individual(s)

Directly responsible individual(s) should be designated to oversee and enforce the implementation of the policy and procedures on freely chosen employment.

1.3 Risk Management

The requirements on freely chosen employment set forth in applicable laws and regulations, the Code, and the Standards should be identified and complied with. Risks associated with freely chosen employment should be identified, evaluated, and minimized.

2 Operations Management

2.1 Identification Documents

All employees should retain ownership or control of all their identification documents, such as passports, identification cards, travel documents, and other personal legal documents.

Original identification documents submitted by employees shall not be required to be withheld or restricted from access to for any reason. Copies of employee identification documents may be obtained and retained.

An employee's original identification document may be requested (but may not be demanded) for purposes of visa renewal or other work permit requirements for the employee. Cooperation with the relevant parties should be made to ensure that all original identification documents are returned to the employee in a timely manner.

2.2 Recruitment Fee

No employees shall be required to pay employer or intermediary fees for employment or continued employment. This includes recruitment, application, hiring, skills testing, placement, processing, contract renewal, or any form of recurring fee. The company will penalize any breach of the foregoing, and in addition, the full amount of any fees paid in advance by the employee shall be refunded.

2.3 Deposits

It is prohibited to collect deposits from any employees (including foreign workers and employees recruited by labor dispatch companies) unless required by laws and regulations. Where a deposit is required by law, it is necessary to ensure that a correct receipt is provided for any deposit made by the employee and that the full amount of the deposit is returned to the employee as soon as practicable, but not later than one month after the termination of the employee's employment, or the occurrence of such a deposit, whichever is the earlier.

2.4 Loans

Provision of personal loans to any employees or job seekers is prohibited (including foreign workers and employees recruited by labor dispatch companies) where repayment is conditional on debt guarantee or forced labor.

2.5 Freedom of Movement

All employees have the right to enter into and terminate employment relationships freely.

Employees' freedom of movement within the production facility or the facilities provided by the company, including drinking water as well as access to dormitories, shall not be restricted, except as necessary to maintain employee safety and as permitted by applicable laws and regulations.

There shall be no restriction on the time or frequency with which employees may use the restroom, on the number of employees who may use the restroom at any one time, while the practice of not paying for restroom breaks must not be adopted.

2.6 Compulsory Overtime

All overtime work should be voluntary. It should be ensured that all employees have the right to refuse to work overtime.

Overtime should not be made compulsory so that employees are unable to leave the workplace. Under no circumstances shall any punitive measure be imposed on any employee who refuses to work overtime, such as reduction of wages, coercion of any kind, denial of future overtime opportunities, or disciplinary action for refusing to work overtime.

2.7 Production Indicators

No production indicators or piece-rate tasks should be set that employees are required to work beyond normal working hours (except overtime work) in order to earn statutory minimum wages or the industry's normal level of wages.

2.8 Bank Accounts

The company shall not have direct control or access to an employee's bank account except for direct deposit of compensation.

2.9 Labor Dispatch Company

Pre-screening due diligence should be conducted to ensure that labor dispatch companies comply with the applicable requirements of applicable laws, regulations, the Code, and the Standards. The due diligence process should include, but is not limited to, the following:

- Verify that the labor dispatch company has obtained valid applicable licenses, certifications, and permits for all of its operations as required by applicable laws and regulations.
- Perform a background check to determine whether relevant organizations have taken any discipline or punitive measures as a result of the labor dispatch company's failure to comply with applicable laws and regulations, or whether such measures have resulted in the labor dispatch company's inability to operate properly.

The company shall conduct due diligence, including but not limited to onboarding interviews of employees recruited or hired through the labor dispatch company, to ensure that:

- If an employee is a student, the student status should be clearly stated during the recruitment process.
- Accurate details are provided to employees regarding the nature of the work, the work location, the living conditions, the duration of the employment contract (if applicable), the working hours, the basic wage for normal working hours, the overtime and holiday pay rates, and the applicable deductions and benefits.

Before using a labor dispatch company to recruit or hire employees, it is necessary to sign a contract with the labor dispatch company. The contract should comply with applicable laws and regulations, code of conduct provisions, and relevant responsibility standards, and should include at least the following (if applicable):

- The specific remuneration structure of all wages, benefits, or bonuses payable or provided to employees.
- payment terms to the labor dispatch company.
- it is not acceptable to charge an employee any unreasonable fee for recruitment or employment matters, nor deduct any unreasonable fee from the employee's wages or other benefits.
- Violations of the Standards will have corresponding consequences, which may include, in the most serious cases, the termination of the cooperative relationship with the labor dispatch company.

In the course of management, it shall be guaranteed that employees who are employed through labor dispatch companies enjoy the same treatment as the company's self-hired employees, including but not limited to equal pay for equal work, as well as rest days and vacation.

Regular audits shall be conducted on the labor dispatch company to ensure the legal compliance of the labor dispatch company and to ensure that the employees are provided with compliant information on the employment contract, working hours, basic wages, overtime wages, statutory holiday wages, deductions and benefits, and where applicable, social insurance and residency conditions.

A record-keeping procedure should be established to manage the labor dispatch company in the case of violation of applicable laws, regulations, the Code, and the Standards, and the

procedure should also provide for appropriate disposition measures and a process for tracking improvement measures to rectify its violations. If any labor dispatch company is unwilling to rectify its violations, the cooperative relationship should be terminated.

2.10 Foreign Worker Protection

It is necessary to ensure that valid legal work permits are granted for all foreign workers, and where local regulations apply, the strictest shall prevail. It should be ensured that all foreign workers employed to work in the plants but coming from another country/region receive, understand, sign, and retain a copy of a written employment contract in their mother tongue or a familiar language prior to leaving their country of origin.

In addition to the requirements set forth for wages, benefits, and contract standards, the employment contract for foreign workers shall include the following:

- Terms and conditions for the possession and safekeeping of identification documents during the period of the employment contract.
- The total amount of standard wages under normal working hours that the foreign worker is expected to receive each month.

The foreign worker shall not be penalized for voluntarily terminating the employment contract with reasonable notice as required by local laws. If a foreign worker voluntarily terminates his/her employment contract in advance without providing reasonable notice, he/she may be allowed to bear the actual costs of transferring back to his/her country of origin, unless such practice is prohibited by law. If the forgoing cost of repatriation exceeds 60% of his/her monthly net salary, the excess will be paid by the company.

In the event that a foreign worker voluntarily terminates the employment contract early without giving reasonable notice, the foreign worker shall not be penalized in the form of deduction of basic wages and overtime wages.

Every effort shall be made to avoid charging foreign workers any fees, expenditures, and deposits in connection with their employment; wherever possible, costs directly related to recruitment shall be paid by the company; and a process for determining the payment of any amount of fees and expenditures shall be put in place for each foreign worker prior to the commencement of his/her employment, including, but not limited to, the following fees:

Recruitment Fee

- Appointment or Commitment Fee
- Fees and expenditures for recruitment assistance by informal intermediaries and subagents (fees paid by employees to intermediaries, recruiters, or introducers who refer employees to formal or informal recruitment agents or hiring companies)
- Recruitment service fees in the country of origin (e.g. application or referral fees)
- Recruitment service fees in the country of employment (one-off and recurring fees)
- Deposits
- Transfer fee due to transfer request after the commencement of the employment relationship

Transportation and Accommodation Fees

- Air or land transportation and airport/border taxes between the country of origin and the country of employment.
- Returning air or land transportation and airport/border taxes between the country of origin and the country of employment.

- Documents, medical, training, and other government fees and charges
- Labor dispatch company service charges
- Passport and visa fees
- Fees related to quarantine premises/facilities upon arrival in the country of employment and upon repatriation.
- Fees for physical examinations, tests, vaccinations, and immunizations/screening in the country of origin and the country of employment
- Fees for temporary work or residence permits and renewals.
- Fees for documents in the country of origin (e.g. notary fees, translation services, and attorney's fees)
- Insurance
- Fees required by the government.
- Background and credit investigation
- Photographs (including new passports or visas and renewals)
- Training fees
- Labor dispatch company or assigned training.

Exemptions

Unless required by applicable laws and regulations, the following should be exempt:

- Direct transportation costs incurred route from the employee's place of residence to the labor dispatch company in the location or country of origin before the offer of employment is provided in writing and the acceptance and signing-on of the job.

Fees and expenditures related to the recruitment of foreign workers should be clearly stated in the contract between the labor dispatch company and the Company to ensure that the zero-fee policy is followed. Separate, secure storage cabinets should be provided for each foreign worker in company-provided accommodation for him or her to keep personal identification documents such as passports, identification cards, travel documents, and other personal legal documents.

Active steps should be taken to protect the rights of pregnant foreign workers, including in the event that a foreign worker employee is found to be pregnant on arrival at the country of employment. Where the law of the country of employment requires a pregnant foreign worker to return to the country of origin to give birth, such protection should be provided to the pregnant foreign worker in accordance with applicable laws and regulations.

No foreign worker shall be prevented from contacting the embassy or representative office of his or her country of origin.

The company shall be responsible for paying the costs of repatriation for each foreign worker in all circumstances, including but not limited to the following:

- Upon expiration of the employment contract.
- Upon termination of the contract due to misconduct, illness, or inability of the worker to perform the work.
- When a foreign worker is subjected to harassment, abuse, or other violations of his/her rights.

The above requirements do not apply when a foreign worker is under the following circumstances:

- When a foreign worker is offered another job in the country of employment and is not

required by applicable laws and regulations to leave that country/region.
- Early termination of the employment contract without reasonable notice.

2.11 Signing the Contract

Employees should sign the employment contract before commencing any tasks at the workplace.

It should be ensured that the employment contract is written in the employee's mother tongue or a language he/she understands. The contract shall comply with the provisions of applicable laws and regulations, as well as the relevant terms of all the regulations of the company.

It should be ensured that all employees receive a copy of the employment contract at the time of signing and understand its contents. This provision also applies to any supplementary agreements. The contract should contain at least the following:

- All the terms of employment required by applicable laws and regulations.
- Employee's name and date of birth.
- Employee's passport number, ID number, or equivalent identification information.
- Nature of work and place of work.
- Duration of the contract, if applicable.
- Expected arrangements for normal working hours, overtime, rest days, and holidays.
- Basic wage for normal working hours.
- A clear definition of normal working hours, overtime, and holiday pay rates, including the maximum overtime permitted.
- Benefits.

2.12 Amended/Supplementary Contract

It should be ensured that any amended employment contract should contain the contractual elements required by the Standards and that the terms of any amended or subsequent contractual protection are at least as favorable to employees as those agreed upon in the original employment contract or in collective bargaining.

2.13 Termination of Contract

It should be ensured that employees are free to terminate the employment relationship.

2.14 Probationary Period

If the law permits a probationary or training period, it should be ensured that employees' wages are not lower than the minimum wage during this period. Employees may not work in the category of employment for more than three months in aggregate, or for the maximum period permitted by applicable laws and regulations.

3 Training and Communication

3.1 Directly Responsible Individual(s)

The company should provide comprehensive training for all employees who are in charge of freely chosen employment.

3.2 Employees and Supervisors

The policies on freely chosen employment should be effectively communicated to all employees and supervisors during orientation, and the knowledge should be reinforced through periodic refresher training.

4 Documentation

Records of all documents related to freely chosen employment should be maintained.

- **Child Labor Prohibition and Young Workers Protection**

Code of Conduct Requirements

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. FIH shall implement an appropriate mechanism to verify the age of workers. 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. FIH shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable law and regulations. FIH shall provide appropriate support and training to all student workers. In the absence of local law, the wage rate for student workers, interns and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks. If child labor is identified, assistance or remediation is provided.

Responsibility Standards

1. Policy & Procedures

1.1 Written Policy & Procedures

Policies on non-use of child labor and protection of minor workers, consistent with the Code, the Standards, and applicable laws and regulations, shall be established in writing.

Written procedures and systems shall be developed to implement the policies on non-use of child labor and protection of young workers.

The written Policy & Procedures should always be complied with.

1.2 Directly Responsible Individual(s)

The company shall designate directly responsible individual(s) to oversee and enforce the implementation of the policy & procedures on non-use of child labor and protection of young workers.

1.3 Risk Management

The requirements for protection of child labor and young workers set forth in applicable laws and regulations and in the Standards shall be identified and complied with. Risks associated with non-use of child labor and protection of young workers should be identified, evaluated, and minimized.

1.4 Age Documentation and Verification System

A proper age documentation and verification management system should be established and implemented to avoid any child labor working on site. The system should cover operations, labor dispatch companies, and eligible education plans.

The system should include at least the following:

- Verification of minimum age documentation (i.e., officially recognized photo ID) as required by applicable local regulations. If there are no official documents required by law, check at least one of the following documents and verify the validity of the documents: birth certificate, government-issued personal identification card, driver's

license, voter registration card, a copy of graduation certificate with an "official seal", a letter of guarantee from a representative of the local government, and a foreigner work permit.

- Valid age verification measures include at least the following:
  - Comparison of the photo ID with the employee's face.
  - Verification through available third-party resources, such as internet resources or local government offices.
  - Regularly reviewing the workplace to check for potential child labor.

1.5 Tracking Mechanism for Young Workers

Introduce a mechanism for tracking the assignment of young workers to ensure compliance with laws, regulations, the Code, and the Standards. The mechanism includes but is not limited to:

- identifying job positions (including new job positions) in which minor workers are allowed or prohibited and including such restrictions in the position description.
- tracking mechanisms to ensure that young workers are not assigned to prohibited positions.
- tracking mechanisms for working hours.
- tracking mechanism for health examinations.

1.6 Intern Survey Mechanism

A mechanism for investigating and managing intern survey must be established to ensure compliance with applicable laws, regulations, the Code, and the Standards, including but not limited to:

- Pre-screening due diligence.
- School licenses and permits.
- Tracking mechanisms for working hours.

2. Operations Management

2.1 Age Requirements

"Child labor" means any person under the age of 15, or under the age for compulsory education, or the minimum age for employment in that country/region (the oldest of the specified ages of the three provisions); young workers are those under 18 years of age.

2.2 Working Hours

In accordance with applicable laws and regulations, the nature of work, frequency of work, volume of work, and hours of work that restrict or limit the work of young workers under the age of 18 shall be followed. Young workers shall not work overtime or on night shift.

2.3 Health and Safety of Young Workers

To protect their health and safety, young workers should be prevented from engaging in hazardous work. Applicable laws and regulations pertaining to young workers shall be followed, and in the absence of such laws and regulations, young workers shall not be engaged in any aspect of the following work:

- Exposure to hazardous environments, substances, agents, or work processes that are potentially hazardous to their health, including, but not limited to:
  - Environments/conditions that may cause heat or cold stress or injury.

- Noise environments that require hearing protection.
- Explosives or materials containing explosive components.
- Exposure to radioactive substances in any form, including radium, self-luminous compounds, hydrazine salts, and ionizing radiation, at an exposure level exceeding 0.5 rem per year as defined by the guidelines of the U.S. Department of Labor.

- Operating in locations where inherent hazards exist, including:
  - Underground.
  - Underwater.
  - Places with a height exceeding 2 meters.
  - Dangerous confined spaces.
- exposure to or proximity to a chemical process that exceeds the legal limits applicable to young workers. In the absence of such statutory limits or industry regulations, minor workers should not be exposed to chemical hazards in excess of 50% of the applicable adult exposure limit (e.g., if the applicable standard exposure limit for adults is 100 ppm per 8 hours, the standard for minors should be 50 ppm per 8 hours);
- Operating the following equipment:
  - Electric lifting equipment.
  - Operating any mobile electric equipment without a lawful operating permit.
  - Stamping, cutting, and laser equipment, or any equipment with clamps.
- Other hazards determined by the Environment/Health and Safety Department or a qualified professional to be unsafe for young workers.
- Restrictions imposed by applicable laws and regulations, including, but not limited to, environmental and transportation related restrictions.

2.4 Management of Interns

Interns may be employed or allowed to work in the factories only on the basis of a legitimate educational plan with a lawful educational institution and may not be employed for the purpose of meeting business needs.

In matters related to the recruitment, employment, placement, and management of interns, intermediary organizations such as dispatch companies or paid agents shall not be used for recruitment.

It should be ensured that the requirements of applicable laws and regulations on the conditions of employment are met.

It should be ensured that all work performed by any intern is voluntary and that the position is related to the field of his or her study.

A written agreement should be signed with any student prior to his or her arrival at the workplace, with the educational institution/school being a party to the agreement and ensuring that the student understands the contents and receives a copy of the agreement.

The duration of the agreement between any intern and the plant should not exceed the

limitations of the applicable laws and regulations, or in the absence of such regulations, a maximum of 1 year.

Interns are free to terminate the agreement and need not pay any fees, fines, or be subject to any other penalties as a result of the termination of the intern agreement, provided that reasonable notice is provided.

Interns' working hours must not conflict with their attendance at the educational institution/school and must strictly adhere to the working hour restrictions imposed by laws and regulations.

Interns shall be paid at the same rate as other employees doing the equivalent or similar work. In the absence of equivalent or similar work, interns must not be paid at a rate lower than the local minimum wage. All wages will be paid directly to interns or transferred to accounts under their control. Interns will not be paid late, and no deductions will be made for education and job placement costs.

Interns shall be insured against accident or liability, and any other type of insurance required by local laws and regulations.

It is necessary to meet the requirements of applicable laws and regulations on the number of student employees to be employed.

3. Training and Communication

3.1 Recruitment of Employees

All employees responsible for recruitment (including labor dispatch companies and eligible education providers) should be provided with comprehensive training on age-appropriate documentation and verification systems.

3.2 Employees and Supervisors

The no child labor, protection of minor workers, and intern management policies should be communicated to all employees and supervisors during orientation, and the knowledge should be reinforced through annual refresher training.

4. Remedial Measures

4.1 Emergency Steps

The following should be ensured immediately upon discovery of any child labor:

- The physical safety of the employee is ensured.
- The employee is not subject to threats or retaliation.
- The employee shall stop working, while the employee may not be removed from the factory until the employee has been properly relocated. In the meantime, the emergency contact or government placement agency shall be contacted until the employee is properly placed.

5. Documentation

Documentation should be kept related to the prevention of child labor and the protection of minor workers, including but not limited to:

- Employee personal data and employment related information, copies of valid age documentation, age verification measures, and information regarding interns.

- Records of completed trainings.

• Protection of Maternity Rights and Health of Female Workers

Code of Conduct Requirements

FIH is committed to protecting female workers' rights and health. Health protection at work, maternity leave, social benefits, breast-feeding breaks, and protection against dismissal and discrimination based on maternity should be provided. It is unlawful to terminate the employment of a female worker during her pregnancy or absence on maternity leave. Female workers shall be entitled to have a period of maternity leave of no less than the legal requirement. A woman is guaranteed the right to return to the same or equivalent position paid at the same rate at the end of her maternity leave. Reasonable steps must also be taken to remove pregnant women/nursing mothers from working condition with high hazards, remove or reduce any workplace health and safety risks to pregnant women and nursing mothers including those associated with their work assignments, as well as include reasonable accommodations for nursing mothers.

Responsibility Standards

1. Policy & Procedures

1.1 Written Policy & Procedures

Policies on maternity protection and health protection for female employees consistent with the Code, the Standards, and applicable laws and regulations, shall be established in writing.

Written procedures and systems shall be developed to implement the policies on maternity protection and health protection for female employees.

1.2 Directly Responsible Individual(s)

Directly responsible individual(s) should be designated to oversee and enforce the implementation of the Policy & Procedures on maternity protection and health protection for female employees.

1.3 Risk Management

The requirements for maternity protection and health protection for female employees set forth in applicable laws and regulations and in the Standards shall be identified and complied with. Risks associated with maternity protection and health protection for female employees should be identified, evaluated, and minimized.

2. Operations Management

2.1 No Pregnancy and Breastfeeding Discrimination

All applicable laws and regulations relating to pregnancy and postpartum employment protections, benefits, and compensation should be followed. Except where prohibited by applicable laws and regulations, reasonable work arrangements shall be provided for pregnant and breastfeeding employees.

Employment shall not be terminated, or a job applicant shall be denied employment in non-hazardous work solely because the employee is pregnant or breastfeeding.

A female employee shall not be discouraged from becoming pregnant by prohibiting her from doing so or by threatening that her pregnancy will result in unfavorable employment

consequences, including termination, loss of seniority, or reduction in wages.

2.2 Pregnancy Tests

Pregnancy tests shall not be a condition of employment or retention.

In the case of a request for a pregnancy test required under applicable laws and regulations, the pregnancy test should be proposed by a qualified health professional (in writing) while the following conditions must be met:

- The cost of the physical examination will be paid by the Company.
- The employee should be provided with a clear explanation of the purpose of the physical examination and the specific items to be examined.
- The employee provides a written confirmation of consent to the physical examination.
- The original report of the results of the physical examination should be made available to the employee and she should be allowed to retain the report. A copy of the report shall not be retained unless required by law.

2.3 Female Worker Protection

Employees should be asked to take a pregnancy test because of applicable legal requirements or workplace safety concerns, as specified in writing. An employee who refuses to take a pregnancy test will not be assigned to such a position.

It is necessary to provide written evidence that any medical and other tests the company requires of employees are required by law or are the reasonable decision of a qualified health professional due to prudent workplace safety considerations.

Positions that are hazardous to pregnant/breastfeeding employees should be clearly listed. At a minimum, this information should be communicated to the person responsible for recruitment, assignment of tasks, and should be communicated to employees prior to their start date.

Reasonable measures should be taken to ensure the health and safety of pregnant/breastfeeding employees, including eliminating workplace health and safety hazards for such employees and placing such employees in positions that do not pose a risk to them.

3. Training and Communication

3.1 Responsible Personnel

Anyone involved in activities that may present risks to the work of female employees should be provided with adequate training.

3.2 Employees and Supervisors

All employees and supervisors should be effectively informed of the Company's policy on maternity protection and health protection for female employees.

Employees should be provided with relevant information or training during orientation and this knowledge should be continually reinforced through regular refresher training.

4. Documentation

All pregnancy records should be kept confidential in accordance with applicable laws and regulations. Documentation related to maternity protection and health protection of female employees shall be kept.

- **Non-Discrimination and Non-Harassment**

Code of Conduct Requirements

FIH is committed to a workforce free of harassment and unlawful discrimination. FIH shall not engage in discrimination and 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. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity tests, or physical exams that could be used in a discriminatory way.

Responsibility Standards

1. Policy & Procedures

1.1 Written Policy & Procedures

The company shall have a written policy of no discrimination/no harassment. The policy must clearly state:

- No employee shall be discriminated against on the basis of race, color, age, gender, sexual orientation, national origin, disability, religion, political affiliation, association membership, union membership, nationality, marital status, or gender identity in the conduct of hiring and other employment practices such as job applications, promotions, incentives, training, job assignments, wages, benefits, penalties, and termination of the employment relationship, except were prohibited by law.
- Except as required by applicable laws and regulations or for workplace safety considerations, pregnancy tests or physical examinations shall not be required, and employees shall not be discriminated against on the basis of the results of such tests.
- No punishment or retaliation against an employee for reporting an act of discrimination or harassment.

Written procedures and systems should be put in place to implement the no discrimination/no harassment policy and its written policy and procedures should be followed at all times.

1.2 Directly Responsible Individual(s)

It is necessary to identify the person(s) responsible for overseeing and implementing the no discrimination and harassment policy and procedures.

1.3 Risk Management

No discrimination/No harassment related requirements set forth in applicable laws and regulations and in the Standards should be identified and followed.

Discriminatory behavior shall be identified, evaluated, and minimized.

2. Operations Management

2.1 No Discrimination

No worker shall be discriminated against on the basis of race, color, age, gender, sexual orientation, national origin, disability, religion, political affiliation, union membership, nationality, marital status, or gender identity in the conduct of hiring and other employment practices such as job applications, promotions, incentives, training, job assignments, wages, benefits, penalties, and termination of the employment relationship, except were prohibited by law.

Reasonable accommodations shall be provided to facilitate the practice of religious behavior by

employees.
It shall be ensured that there is no discrimination in compensation based on the above characteristics.
Recruitment and employment policies and practices (including, but not limited to, hiring advertisements, job descriptions, job application forms, and job performance/evaluation policies and practices) must be free from any form of discriminatory bias.

2.2 No Discrimination Against Diseases

Employment decisions that negatively affect an individual's employment status shall not be made on the basis of the employee's health condition, except where dictated by the inherent requirements of the job or prudent considerations of workplace safety.
No discrimination against an employee by disqualifying him or her from a position for which a physical examination is not necessary because of the employee's refusal to undergo such an examination.
Reasonable efforts should be made to accommodate employees with chronic illnesses or serious injuries or illnesses, which may include rescheduling work hours, providing specialized equipment and opportunities for rest, time off for medical care, flexible sick leave, part-time work, and return-to-work arrangements.

2.3 Physical Examinations

Physical examinations, including but not limited to Hepatitis B virus (B) and HIV tests, shall not be required as a condition of employment or retention.
A physical examination may be conducted only if all of the following conditions are met:

- A qualified health professional requests a physical examination (in writing) as a necessary safety measure for work in a specific environment, as required by applicable local laws and regulations, and the corresponding employee is specifically designated to work in that environment.
- The cost of the physical examination will be paid by the company.
- The employee should be provided with a clear explanation of the purpose of the physical examination and the specific items to be examined.
- The employee provides a written confirmation of consent to the physical examination.
- The original report of the results of the physical examination should be made available to the employee and she should be allowed to retain the report. A copy of the report shall not be retained unless required by law.

2.4 Employee Protection

The job positions for which a physical examination is required because of applicable legal requirements or workplace safety considerations should be clearly listed in writing. An employee who refuses to take a required physical examination or pregnancy test will not be assigned to such a position.
It is necessary to provide written evidence that any medical and other tests the Company requires of employees are required by law or are the reasonable decision of a qualified health professional due to prudent workplace safety considerations.
Positions that are hazardous to sick employees should be clearly listed. At a minimum, this information should be communicated to the person responsible for recruitment, assignment of tasks, and should be communicated to employees prior to their start date.
Reasonable measures should be taken to ensure the health and safety of sick employees,

including eliminating workplace health and safety hazards for such employees and placing such employees in positions that do not pose a risk to them.

3. Training and Communication

3.1 Directly Responsible Individual(s)

Anyone involved in activities that may present risks of discrimination should be provided with adequate training.

3.2 Employees and Supervisors

The no discrimination/no harassment policy should be effectively communicated to all employees and supervisors. The communication should include information about hazardous positions, non-hazardous workplace adjustments, and voluntary physical examinations. Employees should be provided with relevant information or training during orientation and this knowledge should be continually reinforced through regular refresher training.

4. Documentation

All medical records should be kept confidential in accordance with applicable laws and regulations. Records of anti-discrimination and harassment related documents should be maintained.

- **Humane Treatment**

Code of Conduct Requirements

There is to be no harsh and inhumane treatment including violence, gender-violence, any sexual harassment or other harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shame or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary Policy & Procedures in support of these requirements shall be clearly defined and communicated to workers.

Responsibility Standards

1. Policy & Procedures

1.1 Written Policy & Procedures

A written policy on harassment and abuse shall be developed in compliance with the Standards, applicable laws and regulations, the Code, and all other relevant applicable standards. The policy should include, at a minimum, the following areas:

- A clear definition of what constitutes harassment.
- A statement of the prohibition against harassment and abuse consistent with the Standards and applicable laws and regulations.
- A description of internal complaint/appeal methods for harassment and abuse related behavior.
- disciplinary rules and penalties for harassers/abusers and false accusers.
- A statement that there should be no retaliation against those who report harassment in good faith.

Written procedures and systems should be formulated to implement the anti-harassment and anti-abuse policies.

1.2 Directly Responsible Individual(s)

It is necessary to identify the person(s) responsible for overseeing and implementing the anti-harassment and anti-abuse policy & procedures.

1.3 Risk Management

Anti-harassment and anti-abuse related requirements set forth in applicable laws and regulations and in the Standards should be identified and followed.

Risks related to anti-harassment and anti-abuse should be identified, evaluated, and minimized.

2. Operations Management

2.1 Workplace Discipline and Punishment

Written disciplinary policies, procedures, and measures should be developed to reflect a progressive disciplinary system. The disciplinary system must be administered fairly, without discrimination, and subject to management audit by a supervisor in a higher position than the administrator who handles the disciplinary action.

Regardless of whether or not the conduct is for the purpose of maintaining labor discipline, the disciplinary system should be established for any supervisor or employee who engages in acts of physical, sexual, or psychological harassment, verbal harassment, or verbal abuse, which may include mandatory advice, warnings, demotions, dismissals, or a combination of any of the above disciplinary measures. Public humiliation of employees, etc. is prohibited.

Fines shall not be used as a means of maintaining labor discipline such as punishment for poor performance or violation of Company rules and regulations. Access to food, water, medical services, health diagnosis and treatment, other basic necessities, toilets, etc. shall not be used as a means of rewarding or maintaining employee discipline.

Employees shall be required, but not compelled, to sign all written records of disciplinary actions taken against them.

2.2 Security Measures

All security measures should be gender appropriate and non-intrusive.

For burglary prevention purposes and without regard to position and other factors, searches of bags and other personal items that involve body searches and frisking conducted on all employees must follow proper procedures and comply with applicable laws and regulations. Anybody search must be conducted in an open or civilized manner and the searcher and the searched employee must be of the same gender.

No unreasonable restrictions shall be placed on the movement of persons in the workplace or on their access to facilities provided by the Company.

3. Training and Communication

3.1 Directly Responsible Individual(s)

Comprehensive training should be provided to all employees responsible for anti-harassment and anti-abuse. The training should include at least the following elements:

- All employees who receive or handle complaints related to harassment and abuse must be formally trained in resolving such complaints.
- Security personnel should be trained in the prevention of harassment and abuse specific to their positions and duties.

3.2 Employees and Supervisors

The anti-harassment and abuse policy must be effectively communicated to all employees and supervisors in the workplace.

All employees and supervisors must attend anti-harassment and anti-abuse training during orientation and are required to periodically reinforce their knowledge through training.

Disciplinary policy, procedures, and practices must be clearly communicated to all employees.

4. Documentation

Records of any documents relating to anti-harassment should be kept, including but not limited to:

- Records of all discipline implemented must be maintained in employees' personnel files;
- Records of completed training.

• Wages and Benefits

Code of Conduct Requirements

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. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

Responsibility Standards

1. Policy & Procedures

1.1 Written Policy & Procedures

Written policies shall be developed to cover the wage and benefit requirements set forth in applicable laws and regulations, the Code, and the Standards.

Written procedures and systems should be formulated to implement the wage and benefit policies.

The written policy & procedures should always be followed.

1.2 Directly Responsible Individual(s)

It is necessary to identify the person(s) responsible for overseeing and implementing the wage and benefit policy & procedures.

1.3 Risk Management

Wage and benefit related requirements set forth in applicable laws and regulations and in the Standards should be identified and followed.

Risks related to wages and benefits should be identified, evaluated, and minimized.

2. Operations Management

2.1 Minimum Wage

An employee's compensation for normal working hours shall not be less than the minimum wage standard stipulated in applicable laws and regulations. An employee's basic wage shall always be set equal to or higher than the minimum wage for the corresponding employee type. The wage structure shall not require employees to work outside normal statutory working hours (whether on hourly, daily, weekly, or monthly settlement basis) to earn basic wages.

2.2 Overtime Pay

All overtime hours shall be calculated and paid using the corresponding overtime rate for the employee type based on the corresponding basic wage as stipulated in the applicable laws and regulations or the employment contract (whichever is higher).

2.3 Benefits

Statutory benefits shall be provided to all types of employees in accordance with applicable laws and regulations. Paid and unpaid rest days and statutory holidays shall be provided to employees in accordance with applicable law.

2.4 Calculation of Overtime Working Hours

For the purpose of calculating wages and benefits, working hours in overtime situations shall be counted on the basis of the exact number of hours or minutes worked. If the exact number of minutes cannot be calculated, the minimum unit of time for calculation of overtime work shall be 15 minutes.

2.5 Working Hours Calculation for Tardiness

For the purpose of calculating wages and benefits, working hours in situations of tardiness shall be counted on the basis of the exact number of hours or minutes worked. Salary is calculated as usual for tardiness within 15 minutes on a regular workday, and salary will not be calculated for tardiness beyond 15 minutes (using the minute as the unit of salary calculation).

2.6 Deductions

No deductions may be made from an employee's wages except as required by applicable laws and regulations (e.g., taxes, social insurance) or for services rendered to the employee. An employee has the right to opt out of receiving such services if the provision of such services to the employee requires a deduction from the wages.

No deduction of wages, fines or exemption from statutory benefits shall be used as a means of disciplinary action.

2.7 Fees

The company shall not charge employees any fees for anything necessary for the effective performance of their jobs and duties, including but not limited to:

- Personal protective equipment that must be provided.
- Uniforms, except for unreturned uniforms.

The company may charge a percentage for unreturned items, but these requirements must be clearly communicated to employees at the time of payment.

2.8 Payment

Monetary compensation should be reimbursed for all unpaid remuneration that employees are entitled to. These include but are not limited to:

- Underpaid wages.
- Exit payment: Irrespective of the conditions under which the employment relationship has ended, all workers shall receive their wages due.
- Deductions or employee payments not required by law: deposits, fees, charges for factory clothes, medical tests, disciplinary fines, tools, background check costs, etc.
- Failure to honor statutory benefits such as overtime pay, annual leave, and paid statutory holiday wages.
- Payment of wages for mandatory meetings and training.

The resignation process should be effectively communicated to all employees immediately at the beginning of the employment relationship and whenever there is a significant change in the process.

It should be ensured that the resignation process is friendly to all employees, including those who terminate the contractual relationship without providing reasonable notice. Unless

required by applicable laws or regulations, employees who terminate without providing reasonable notice shall not be required to pay any form of compensation.

Each employee should be provided with a record of final wages earned and an explanation of any deductions.

2.9 Pay Schedule

Wages shall be paid to employees by the deadline established by applicable laws and regulations or, in the absence of such provisions, within 30 days of the end of the work cycle. If there are discrepancies in the records, the adjusted wages shall be paid to employees on or before the next payday.

3. Training and Communication

3.1 Directly Responsible Individual(s)

Comprehensive training should be provided to all employees responsible for payroll, benefits, and contract administration.

3.2 Employees and Supervisors

The policies on wages and benefits should be effectively communicated to all employees and supervisors during orientation, and the knowledge should be reinforced through annual refresher training.

3.3 Wage Description

It should be ensured that clear payment descriptions accompany every payment made to employees:

- Regular working and overtime hours.
- The rates of wages for regular working hours, overtime hours, and holiday hours.
- An account and definition of each deduction.
- An account and definition of each benefit payment.

4. Documentation

Documentary records relating to wages, benefits, and contracts should be kept.

It should be ensured that all legally required payroll documents, journals, and reports are properly prepared, complete, accurate, and up to date.

• Working Hours

Code of Conduct Requirements

FIH recognizes that unreasonable overtime for workers will result in reduced productivity, increased turnover, and increased injury and illness rates. Except in emergency or under some unusual situations, a workweek shall be not more than 60 hours per week, including overtime. Workers shall be allowed at least one day off every seven days worked as stipulated in the RBA CoC. Based on that minimum requirement, FIH shall also comply with local laws in this regard and develop gap-closing and improvement plans on a continuous basis that are made known to the management. FIH shall also conduct review/discussion sessions with key stakeholders including employees, law enforcement agencies and relevant customers to ensure legal observance globally and locally. In addition, overtime shall be voluntary, and vacation, leave periods, and holidays should be rendered consistently with applicable laws and regulations.

Responsibility Standards

1. Policy & Procedures

1.1 Written Policy & Procedures

Written policies shall be developed to cover the working hours requirements set forth in applicable laws and regulations, the Code, and the Standards.

Written procedures and systems should be formulated to implement the working hours policies.

1.2 Directly Responsible Individual(s)

It is necessary to identify the person(s) responsible for overseeing and implementing the working hours policy & procedures.

1.3 Risk Management

Working hours related requirements set forth in applicable laws and regulations, in the Code, and in the Standards should be identified and followed.

Risks related to working hours should be identified, evaluated, and minimized.

1.4 Production Plan

A production plan should be developed to meet agreed production and delivery time requirements, as well as the requirement to work 60 hours per workweek and provide one rest day in every seven days.

1.5 Mechanism for Recording Working Hours

A working hour recording system should be established to track each employee's working hours and rest days. The working hours recording system should ensure that plants have a reliable system to measure and record actual working hours.

It should be ensured that the working hours records accurately measure and record the time that each employee enters and leaves the plant and the actual working hours.

1.6 Control Mechanism for Overtime

The working hours recording system should be able to identify employees who work more than 60 hours per week and who do not meet rest day requirements and should be able to track the total number of working hours and the number of rest days per week for each employee. The system should provide summary reports to management and alert them before working hours exceed the requirement.

1.7 Dispute Mechanism

A mechanism shall be provided for employees to understand, dispute, and correct the actual working hours in the working hours records.

2. Operations Management

2.1 Working Hours per Week

The actual working hours by each employee shall be limited to 60 hours per workweek, except in the case of an emergency or exceptional circumstance.

2.2 Rest Days

Employees shall have at least one day of rest in every seven-day period, except in the case of an emergency or exceptional circumstance. The number of consecutive working days shall not exceed 6 days.

2.3 Ergonomic Breaks

Break time shall be paid and counted as part of the regular working hours in accordance with

all applicable laws and regulations.

2.4 Bathroom Breaks

Bathroom breaks shall be considered as part of the working hours and shall be paid as such.

2.5 Exceptions

In the case of an emergency or exceptional circumstance, an employee may work for more than 60 hours per week and/or be unable to meet the requirement for at least one rest day in every seven-day period. Immediately after the emergency or exceptional circumstance ceases, the requirements for the employee's working hours and rest days shall be restored to comply with the requirement to work within 60 hours per week and to take at least one rest day in every seven-day period. If the rest day requirement is not met due to an emergency or exceptional circumstance, the employee shall be given a day off in lieu immediately upon termination of the emergency or exceptional circumstance.

2.6 Work Activities

The following activities shall be included in the official working hours records:

- Time spent on the production line, whether the line is in operation ("Production Time") or out of operation ("Downtime").
- Mandatory meetings and training, including, but not limited to, orientation, training on Company Policy & Procedures, production planning meetings, shift meetings, and daily wrap-up meetings. all meetings must be scheduled during regular business hours.
- Employees shall not be required to arrive at the production line before the start of scheduled working hours or to remain on the production line at the end of the shift, even if it is a few minutes early to do preparatory work, unless the time is counted for pay.

2.7 Shift Arrangements

Before an employee is required to work a night shift, the affected employee should be notified of the night shift requirements and schedule. The affected employees shall be notified immediately of any changes in night work requirements and schedule. Reasonable arrangements should be made for night shift work by arranging non-night shift work from time to time to ensure the health and safety of employees.

Employees shall be given reasonable breaks between any shift changes and such breaks shall comply with the requirements of applicable laws and regulations.

2.8 Worker Notification

Whenever possible, employees are encouraged to give at least 12 hours' notice of any cancellation or modification to an existing shift arrangement.

3. Training and Communication

3.1 Directly Responsible Individual(s)

The company should provide comprehensive training for all employees who are in charge of the working hours management.

3.2 Employees and Supervisors

The policies on working hours should be effectively communicated to all employees and supervisors during orientation, and the knowledge should be reinforced through periodic refresher training.

4. Documentation

Records of working hours related documents should be maintained.

• Freedom of Association

Code of Conduct Requirements

In conformance with local law, FIH respects the right of all workers to form and join labor 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 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.

Responsibility Standards

1. Policy & Procedures

1.1 Written Policy & Procedures

A written policy on freedom of association should be formulated. In addition, the company should establish procedures and systems for implementing its freedom of association policy, and such procedures and systems should apply to the requirements of applicable laws and regulations.

The legitimate rights of employees to freely form or join (or refuse to form or join) organizations, including but not limited to unions, employee committees, or other employee organizations, and to engage in collective bargaining, shall be respected without interference, discrimination, retaliation, or harassment. In addition to formal negotiation by employee representatives, a compliant or grievance mechanism shall be established at the request of employees.

Where applicable laws and regulations severely restrict the freedom of association, employees shall be allowed to negotiate with the company in other ways, either individually or collectively, including by providing processes for employees to express their grievances and protect their rights under the working conditions and terms of employment contract.

The company is not required to take an active role in supporting employees' efforts to associate or organize, but they must ensure that employees can exercise their rights to organize in an environment free of violence, stress, fear, intimidation, and threats.

1.2 Deductions

Union membership fees or any other union funds shall not be deducted from an employee's paycheck without the express written consent of the individual employee, except after free negotiation. Or there are other provisions and instructions in the effective collective bargaining agreement.

2. Employee Representatives

In accordance with applicable laws and regulations, the company shall not intervene in the formation and operation of an employee organization, including acts designed to establish or promote command, financing, or control of the organization.

The company shall not intervene with the employees in their formulation of the charters and rules, in the free choice of their representatives, in the management and activities of the organization, or in the development of its plans.

Employee representatives shall have the rights to reach out to, and contact, its members in accordance with applicable laws and regulations, or agreements mutually consented to by the Company and the employee organization.

3. No Harassment, No Retaliation

No employee or prospective employee shall be discharged, blacklisted, discriminated against,

harassed, intimidated, retaliated against, or otherwise subjected to other employment decisions for any of the following reasons:

- Freedom to be a member of a union or to join a union, professional association, or other employee organization.
- Exercise of the legal right to form trade unions or to participate in collective bargaining.
- To organize or participate in lawful strikes or assemblies.
- To raise questions with management about compliance with collective bargaining agreements or any other lawful request.

It is prohibited to threaten, use violence, or prevent, disrupt, or bring to an end any activity that constitutes a lawful and peaceful exercise of the right to freedom of association, including union meetings, organizing activities, assemblies, and lawful strikes.

It is prohibited to prevent employees from forming a union or participating in communication activities between employees and management by replacing, demoting, promoting, outsourcing, or reassigning employees.

Management shall not discourage employees from exercising their right to peaceably organize by subcontracting out the work of union members.

It is prohibited to transfer production activities from one location to another for the purpose of retaliating against employees who have formed or are trying to form a union.

4. Collective Bargaining Agreement

Where there is a collective bargaining agreement, it should be negotiated in good faith and the terms of any collective bargaining agreement entered into should be observed for the duration of the agreement.

5. Training and Communication

A process should be put in place to communicate the requirements of the Standards to employees, supervisors, and administrators.

A written process should be established to communicate concerns and address collective actions by employees.

6. Documentation

Records of freedom of association related documents should be maintained.

Health and Safety

- ## Machine Safeguarding

Code of Conduct Requirements

Safety risks and hazards should be identified and assessed on production machinery and other machinery. Physical guards, interlocks and barriers are to be provided and regularly tested and maintained where machinery presents an injury hazard to workers. Safety protection devices should be able to provide protection for machine operator, non-operating employees and employees responsible for repair, maintenance and debugging. All machinery and equipment in the workplace should have safe operating procedures, safety warning signs and risk notification cards, and employees should be trained to ensure their understanding.

Responsibility Standards

1. Regulatory Approvals

All machine-related permits, licenses, and test reports required by law shall be available and a process shall be implemented to ensure that valid permits and licenses are maintained at all times.

2. Mechanical Risk Assessment

A process should be established to identify and document foreseeable risks to the safety of machinery. Sources or tools for hazard identification include: flow charts, material catalogs, equipment lists, task lists, employee reports, inspection results, past accident records, etc. Examples of risk assessment methods include, but are not limited to:

- Process hazard analysis.
- Work hazard analysis.
- Exposure assessment.

Risk assessment should be carried out by a person with specialized knowledge.

Risk assessments should be carried out on new or modified equipment, workplace positions, work locations, or processes before they are put into production or use.

The results of the risk assessment should include feasible control measures for any identified risks.

The results of the risk assessment should be documented and followed through to the end.

The results of the validation assessment studies should be reviewed or examined periodically, at least annually or based on the nature of the hazards, the level of risk, and operational experience.

3. Mechanical Protection Plan

3.1 Detection and Alarm Devices

Automatic equipment should be purchased, installed, and properly maintained to detect the presence of safety hazards in the workplace. These detection devices will alert employees through audible alarms, lights, or both.

Procedures should be established and maintained, including frequency of maintenance, items to be inspected, maintenance personnel, and record keeping.

Detection devices should be calibrated according to the equipment manufacturer's instructions on calibration frequency and local legal requirements.

3.2 Interlocking Devices

Interlocking devices should be installed in the work area to control the operation of the equipment and to prevent human error or misbehavior and machine failure. Interlocking systems shall be maintained in good condition.

3.3 Machine Protective Devices

Machine protective devices shall be purchased, installed, and properly maintained to prevent hazards associated with production equipment in the workplace. Machine protective devices shall be maintained in good condition.

3.4 Automation System

Installation of automation systems in the work area can reduce the use of labor and essentially reduce safety concerns; at the same time, attention should be paid to the hazards associated with collaborative robots.

3.5 Hazard Communication for Machines and Equipment

All machines and equipment in the workplace should have hazard warning signs that indicate potential safety hazards that could cause injury to operators. Warning signs should be provided in the local language of employees or in pictorial form so that all employees can understand them.

For pictures and visual hazard warning signs without any text, training should be conducted to ensure that employees understand the warnings.

4. Training and Communication

Appropriate training on the machinery protection and safety in the workplace should be provided to employees in the local language so that all employees understand it. Health and safety related information should be clearly posted in the facilities.

5. Documentation

All documents related to machine safeguarding precautions should be retained.

- ## Industrial Hygiene

Code of Conduct Requirements

Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled according to the hierarchy of controls. If any potential hazards were identified, participants shall look for opportunities to eliminate or reduce the potential hazards. If elimination or reduction of the hazards is not feasible, potential hazards are to be controlled through proper design, engineering and administrative controls. When hazards cannot be adequately controlled by such means, workers are to be provided with and use appropriate, well-maintained, personal protective equipment free of charge. Protective programs shall be ongoing and include educational materials about the risks associated with these hazards. Change management procedures should be established when there is changing existing process, introducing production line, or producing new product, and measures should be taken to prevent new occupational hazards from the change.

Responsibility Standards

1. Risk Assessment

A process should be established to identify and document foreseeable risks to industrial hygiene. Foreseeable hazards include, but are not limited to: physical, chemical, and biological hazards. Sources or tools for hazard identification include: flow charts, material catalogs, equipment lists, task lists, employee reports, inspection results, past accident records, etc.

Examples of risk assessment methods include, but are not limited to:

- Process hazard analysis.
- Work hazard analysis.
- Exposure assessment.

Risk assessment should be carried out by a person with specialized knowledge and methods.
Risk assessments of new or changed operating conditions should be carried out before commencing production or services.
The results of the risk assessment should include feasible control measures for any identified risks.
The results of the risk assessment should be documented and followed through to the end.
The results of the validation assessment studies should be reviewed or examined periodically, at least annually or based on the nature of the hazards, the level of risk, and operational experience.

2. Control Levels

Control levels should be used to remove or mitigate identified hazards in the workplace in the following order of priority:

- Hazard exclusion.
- Substitution.
- Engineering control.
- Administrative control.
- Personal Protective Equipment (PPE).

3. Control Management

3.1 Monitoring and Evaluation

A professionally qualified person or organization should be engaged to conduct at least one workplace industrial hygiene monitoring and evaluation per year. If there is an applicable regulation, please conduct the monitoring and evaluation at the frequency required by the regulation.
If the results of monitoring and evaluation exceed the occupational exposure limits specified in the regulation, it is necessary to take immediate action to provide appropriate engineering controls or temporary personal protective equipment until three consecutive monitoring sessions (each at least one day apart) are below the occupational exposure limits.
When an existing process is changed, a new production line is introduced, or a new product is manufactured, an assessment should be made as to whether any physical/biological elements of occupational hazards may be introduced by the changed process or the hazardous chemical MSDS (SDS) used in the new process to determine the need for additional industrial hygiene monitoring.

3.2 Radiation Safety Management

It should be ensured that all ionizing (e.g., X-ray) radiation devices are operated in compliance with applicable laws and regulations and the requirements described below, regardless of the ownership of the equipment.
Radiation devices should be equipped with:

- Appropriate warning signs, alarms, lights, and labels as required by applicable laws and regulations.
- The operating console and control panel shall have appropriate interlocking devices as required by applicable laws and regulations.

Reasonable measures shall be taken to ensure the safety and protection of employees from exposure to radiation, including the following specific measures:

- Correct maintenance of radiation devices.
- Radiation level measurements should be carried out by an appropriately qualified inspector, at least once a year, or as often as required by local regulations, whichever is shorter.
- Where any maintenance work involves lead chambers, moving or installing radiation devices, a radiation test should be carried out after such maintenance work has been completed.
- Radiation devices should be operated within a controlled area and any person entering the controlled area should wear a personal dosimeter.(if such requirement is mandatory under the relevant legislation).
- Safety checks should be carried out after installation or re-installation of a tool, including but not limited to:
  - Warning label.
  - Warning light.
  - Interlocking device.
  - Emergency shutdown.
- Training should be provided to employees who may access to radiation devices.

A person should be designated to be directly responsible for radiation safety management. This person must be trained in radiation safety management and, where applicable, must possess a radiation safety certificate as required by law.

Where required by local law, records should be maintained that reflect the occupational health monitoring of personnel exposed to the radiation devices as required.

3.3 Ventilation

Exhaust ventilation should be installed in the workplace to effectively collect and eliminate hazardous chemical emissions. The exhaust ventilation system should be monitored to ensure that appropriate air speeds, airflow rates, discharge volumes, and ventilation rates are used to ensure the effective elimination of hazardous emissions.

The exhaust emission collection equipment should be installed as close as possible to the emission source to improve collection effectiveness. The pipes and ducts should be made of materials compatible with their intended use and should be subject to regular maintenance and inspection. Incompatible chemicals should not share the same exhaust system. Processes using toxic or flammable gases or vapors, or combustible dusts should be conducted in rooms or compartments that are under negative pressure relative to the area in which they are located.

3.4 Water Quality Testing

Workplace water quality testing and assessment should be carried out at least once a year by a suitably qualified person or external organization, or at the frequency required by applicable regulations.

3.5 Personal Protective Equipment (PPE)

Appropriate PPE shall be provided to all persons exposed to occupational hazards in the workplace. PPE must be provided in accordance with applicable regulatory requirements, SDS, or recommendation of risk assessments. All employees must be trained in the proper use of PPE before starting work. PPE should be properly maintained and stored, and regularly inspected and replaced in accordance with the manufacturer's instructions.

4. Training and Communication

Appropriate training on industrial hygiene in the workplace should be provided to employees in the local language so that all employees understand. Health and safety related information should be clearly posted on the outer covers of equipment and facilities.

5. Documentation

Records of all documents related to industrial hygiene should be maintained.

• Occupational Safety

Code of Conduct Requirements

Worker potential for exposure to health and safety hazards (e.g., chemical, electrical and other energy sources, fire, vehicles, and fall hazards) are to be identified and assessed, and mitigated using the Hierarchy of Controls, which includes eliminating the hazard, substituting processes or materials, controlling through proper design, implementing engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and providing ongoing occupational health and safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment, and educational materials about risks to them associated with these hazards.

Responsibility Standards

1 Risk Assessment

A process should be established to identify and document foreseeable risks to industrial safety. Foreseeable hazards include, but are not limited to: chemicals, electrical and other energy, fire, vehicle, and fall hazards. Sources or tools for hazard identification include: flow charts, material catalogs, equipment lists, task lists, employee reports, inspection results, past accident records, etc. Examples of risk assessment methods include, but are not limited to:

- process hazard analysis.
- work hazard analysis.
- exposure assessment.

Risk assessment should be carried out by a person with specialized knowledge and methods.

Risk assessments of new or changed operating conditions should be carried out before commencing production or services.

The results of the risk assessment should include feasible control measures for any identified risks.

The results of the risk assessment should be documented and followed through to the end.

The results of the validation assessment studies should be reviewed or examined periodically, at least annually or depending on the nature of the hazards, the level of risk, and operational experience.

2 Control Levels

Control levels should be used to remove or mitigate identified hazards in the workplace in the following order of priority:

- Hazard exclusion.
- Substitution.
- Engineering control.
- Administrative control.
- Personal Protective Equipment (PPE).

3 Control Management

3.1 Electrical Safety

Appropriate equipment shall be purchased, installed, and properly maintained to prevent electrical or static hazards; adequate overload protection shall be ensured for equipment and machinery to protect employees from electric shock and electrical fires; and electrical safety equipment shall be maintained in good working condition.

3.2 Lockout/Tagout

Lockout/tagout shall be performed for all operations and maintenance activities involving access to chemical transportation, recirculation lines and pumps (regardless of chemical residue in the pipes or pumps), electrical systems, mobile equipment, and all operations and maintenance activities that require bypassing or disabling protective/interlocking devices.

Barricades and warning signs should be placed to prevent unauthorized employees from entering the area during maintenance and cleaning activities.

3.3 High Risk Work

Necessary procedures and measures for high-risk work should be applied to employees and contractors performing on-site work in the plant.

3.4 Confined Spaces

If the work involves performing maintenance or cleaning activities in a confined space, a confined space entry procedure should be developed and implemented, the work needs to be performed in accordance with approved procedures, and special precautionary measures must be taken.

3.5 Fire Operations

Proper operating procedures for fire operations, including a fire permit and fire warden system, should be implemented.

3.6 Work at Height

When working at a height greater than 2 meters, appropriate fall protection gear shall be worn and work shall be carried out in accordance with approved procedures.

3.7 Cranes and Hoists

Operating procedures should be established for all operations involving cranes or hoists. Operators must obtain all required qualifications and permits before carrying out operations.

3.8 Industrial Motor Vehicles

A written plan shall be established and implemented for the proper use and management of industrial motor vehicles, including, but not limited to, forklifts, power trolleys, stackers, or other types of vehicles. Risk assessments must be carried out and appropriate control measures put in place to ensure workplace safety and prevent occupational injuries and accidents.

All industrial motor vehicles and associated drivers/operators must obtain the necessary permits or licenses prior to operation, as required by applicable regulations.

Regular inspection and maintenance of industrial motor vehicles should be ensured and records kept in accordance with applicable laws and regulations.

3.9 Chemical Management

A chemical management team should be established and a person in charge should be assigned directly. The chemical team should have the responsibility and authority to provide guidance to accomplish the management of chemical operations to ensure that the health and safety of employees, the environment, and the community are protected.

A written plan for tracking, reviewing, and approving the use of all hazardous chemicals should be established and implemented, and all newly purchased hazardous chemicals should

be approved by the Environment, Health, and Safety (EHS) department prior to use.
It should be ensured that a thorough evaluation of non-hazardous alternatives is conducted when new hazardous chemicals are selected.
An up-to-date written list of chemicals should be developed and maintained that details all hazardous chemicals entering the plant.
The list of hazardous chemicals should be reviewed annually and updated to reflect changes in manufacturing processes, formulations, materials, and products.
It should be ensured that the list of hazardous chemicals includes, but is not limited to:

- Chemical product information (product name, CAS number, chemical manufacturer).
- Purpose of use.
- Use and storage location.
- Quantity of hazardous chemicals used annually.
- Legally permissible storage limits (if applicable).
- Exposure information (frequency, duration, and population exposed).
- Application and control information.
- Hazardous chemicals handling.

Hazardous chemicals should be handled in accordance with the International Fire Code (IFC) as published by the International Organization for Standardization, or in accordance with locally applicable standards and legal and regulatory requirements.
Hazardous chemicals shall not be used and handled in areas where there is a risk of immediate health or environmental hazards from chemical leakage, fire, or reaction.
Transportation equipment for hazardous chemicals should have appropriate measures to ensure that containers of hazardous chemicals are securely located in the equipment and should be furnished with a secondary cofferdam equivalent to 110% of the volume of the material being transported, unless the packaging material ensures that there is no possibility of leakage (e.g. sealed metal containers).
Chemicals should be stored in compatible containers that are intact and free from leakage. Periodic inspections should be performed to check that containers are intact.
Chemicals should not be stored in locations that may be affected by weather.
Chemicals should be stored in accordance with the manufacturer's storage instructions.
Chemicals should be segregated from incompatible chemicals in accordance with the chemical compatibility table provided by suppliers.
Hazardous chemical containers should not be stacked if there is a risk of leakage. Under no circumstances should safety containers be stacked more than three layers high within the allowable stacking height.
Facilities that must be provided in storage areas for hazardous chemicals include, but are not limited to:

- Appropriate ventilation system.
- Appropriate fire protection and control equipment.
- Temperature and humidity measurement and control equipment.
- Dangerous gas detectors of any type.
- Secondary cofferdam.
- Embankment to isolate spills and prevent dispersion outside the storage area.
- Flammable and combustible chemical warehouses should be equipped with anti-static devices and explosion-proof electrical devices.

- Personal protective equipment (PPE).
- Emergency equipment, including safety showers, eyewashes, and spill kits.

3.10 Storage and Operation of Compressed Gases.

The types of hazards that may be associated with each type of compressed gas should be assessed and appropriate safety precautions should be provided. The storage of compressed gases should be arranged in accordance with applicable laws and regulations or, if there are no applicable laws and regulations, the maximum permissible quantities of compressed gases established by the International Fire Code for the use and storage of compressed gases in a building should be followed. Compressed gas cylinders should be secured with chains and stored in a ventilated area.

A secondary cofferdam should be installed for underground storage tanks and a tank integrity test should be performed at least once every two years to test the structural integrity of the tanks, the secondary cofferdam, and whether any material is leaking into the secondary cofferdam.

Mechanisms should be set up in place to detect leaks in the early stages of leakage through visual inspection, instrument monitoring, or other detection methods. Periodic visual inspections of all secondary cofferdams and aboveground storage tanks (including tank capacity) should be conducted.

Hazardous chemicals should be transported between work areas in their original containers or divided into compatible smaller sized containers and properly labeled for transportation. Employees must use proper equipment when transporting large or multiple containers of hazardous chemicals.

Underground and aboveground tank registrations should contain all of the following information:

- Date, type, and material of construction.
- Location, dimensions, and capacity.
- Design pressure and operating temperature and pressure.
- Current status (e.g., in use, suspended, permanently out of service).
- Auxiliary devices (e.g., pumps, ducts, valves, gauges, connections to other vessels, test ports, test instruments, controls).
- Spill/leak prevention systems.
- Spill/leak detection systems.
- Records of inspection, maintenance, and repair.

3.11 Combustible Dust

Any dust used or generated by any of the following processes shall be considered a potential combustible dust hazard:

- Processes that use dry or wet dust collectors to gather dust.
- Any grinding, sanding, cutting, milling, grooving, or drilling process that generates dust.
- Any polishing or grinding process that generates dust.
- Any other process or manufacturing operation which generates or handles dust, sandblast, or other powders.

The following steps should be used to evaluate all identified potential combustible dust hazards:

- Dust must first be tested, and its explosiveness determined using a modified Hartmann plexiglass tube at a constant arc discharge energy of 10 Joules. if the dust is determined to be non-explosive in the above test, a 20-liter container test shall be conducted in

accordance with the U.S. ASTM E1226 Pass/No Pass Screening Test Standard.

- If the dust is determined to be explosive, a dust test should be conducted to determine the Kst and Pmax values.
- If a dust sample fails to ignite in the modified Hartmann plexiglass tube test, a minimum ignition energy test is not required, and the minimum ignition energy value for this dust sample should be shown on the report as greater than 10 joules.
- If the Kst value is greater than 0 bar-m/s, the dust shall be considered to be combustible and plant facilities in which combustible dust is present shall be considered to have a combustible dust hazard when the amount of dust is sufficient to cause a deflagration or explosion.
- The dust shall be considered combustible if it is identified as explosive, and plant facilities where combustible dust is present shall be considered to have a combustible dust hazard.

Any changes to processes, materials, technology, equipment, procedures, and facilities other than like-for-like replacements shall be documented, maintained, and implemented with a change management plan. Such a plan should ensure that the following issues are addressed before changes are made:

- Implications to safety and health.
- Changes are permanent or temporary.
- Changes to operations and maintenance management programs.
- Whether the hazardous area classification needs to be revised.
- The impact to existing equipment and suitability for modification.
- Information and training requirements for employees.
- Authorization requirements for change proposals.

If combustible dust hazards exist, new building additions or modifications (alterations) should include process safety requirements and a combustible dust risk analysis should be performed and documented by an engineer familiar with applicable building structure and safety requirements. For all combustible dust, the following additional test information should be obtained to assist in the development of engineering control measures to mitigate the hazard:

- Minimum ignition temperature of dust layer ASTM E2021 "test method for ignition temperature of hot surfaces of dust layers".
- Minimum explosive concentration ASTM E1515 "test method for minimum explosive concentration of combustible dust".

If a combustible dust hazard exists, the following test information should be obtained, depending on the process and method of mitigating the hazard:

- Minimum ignition temperature of the dust cloud if the dust can be exposed to extreme temperatures above 300°C ASTM E1126 "standard test method for explosiveness of dust clouds".
- Limit of oxygen concentration, if process safety requires the use of an inert gas, ASTM E2931 "standard test method for limiting oxygen (oxidizer) concentration in combustible dust clouds".

Facilities that produce or have other combustible dust should be analyzed for hazardous area classification. The analysis should be conducted in accordance with NFPA 499, GB 12476.1 and GB 12476.2 or local regulations and guidelines.

Analyses of hazardous area classification should be performed by qualified personnel who have demonstrated competence in the field of such analyses.

The analysis of hazardous area classification should include a report on the hazardous areas with combustible dust classification, the extent and/or distance of these classified areas, and the type of electrical equipment that should be used in the areas.
For the company's operations, the electrical connections of electrical circuits, electrical equipment, monitoring and alarm devices located in dust explosion hazardous areas should comply with local regulatory requirements.
Duct systems used for the transportation of combustible dust should be made of non-combustible conductive material and should be manufactured and assembled with smooth internal surfaces and with the internal lap oriented towards the direction of airflow.
Dry dust collectors shall be constructed of non-combustible, corrosion-resistant materials.
Square or rectangular dust collectors should be designed to eliminate "dead spots" where dust may accumulate.
All conductive elements of dust collectors and duct systems should be lapped and grounded independently of the electrical grounding system to minimize static charge accumulation.
Duct systems and fan systems should be designed so that the dust concentration in the systems is less than 25% of the minimum explosive concentration. Ducts should be as short as possible, with as few bends and irregularities as possible, to prevent interference with the free flow of air.
Branch pipes shall not be added, removed, or closed in an existing system without ventilatory rebalancing and redesign (if required) to ensure that the duct system has adequate transportation velocity.
If a flexible hose is used, the hose shall be manufactured to have a smooth inner surface and be electrically conductive or resistant to static electricity, while the shorter the length the better. If reinforced metal wire is used, both ends should be connected to metal ducts. In no case shall hoses made of ordinary insulating plastics be used.
Suitable anti-static hose shall have a surface resistivity of less than 1010 Ω/sq or a bulk resistivity of less than 109 Ωm when tested in accordance with ASTM 0257 - standard test method for DC resistance or conductivity of insulating materials.
When the dust handling system has achieved the required airflow balance, all dampers or other flow control devices shall be secured in place to prevent unauthorized changes.
Dry dust collectors should be equipped with a differential pressure gauge to monitor the pressure drop across the filter media.
Dust-producing equipment should be interlocked with the dust collection system so that when the collection system is not operating properly, the equipment producing dust with a combustible dust hazard will shut down. The interlocking system shall be activated under any of the following conditions:

- The pressure difference between the inlet and outlet is higher than a specified value indicating an obstruction of airflow in the system. Therefore, a differential pressure gauge should be installed between the dirty side and the clean side of the dust collector.
- The pressure difference between the inlet and outlet is low or zero.
- Abnormally high temperatures in dry dust collectors.
- The pressure of the pulsating jet in the dust collector is too low.
- The unloading device of the dry dust collector has stopped working.

When the interlocking system is activated, the following steps must be carried out in sequence on each site:

- Evacuate the area.

- Investigate the cause of the activation of the interlocking system.
- Clearing the site and duct system (if required).
- Carrying out the corrective measures related to the incident that caused the interlocking system to activate.
- Restarting the equipment and confirming that it is functioning correctly.
- Allowing employees to return to the production area.

Transportation speeds within the duct system should be sufficient to transport both coarse and fine particles and to ensure secondary entrainment in the event of particles falling for any reason before reaching the dust collector. The required minimum transportation speed for metallic dust is 23 m/s. For non-metallic dust, the required minimum transportation speed is 20 m/s.

Inspection doors should be installed on the horizontal portion of the duct system at the side or top of the duct. Inspection doors should be sized so that the inspection and cleaning of the duct is not less than 1.8 m from the duct inlet. Inspection doors should be designed to be sealed to minimize air leakage.

Inspection doors should be installed in the center of horizontal ducts not exceeding 3.6 meters.

Inspection doors for horizontal ducts should be located within 1 meter of bends and joints.

The duct system should be checked every other week. The frequency of inspections can be reduced based on accumulation observation records, but should be inspected at least once a month. If four consecutive weekly inspections do not reveal visible dust accumulation, the frequency of inspections may be reduced to once per month. However, if the dust collection system is malfunctioning, damaged, or altered, weekly inspections should be resumed until it is confirmed that the malfunctioning, damage, or alteration of the dust collection system and subsequent operation has not resulted in any visible accumulation of dust. If dust accumulations are observed, the cause must be determined and corrected.

If dust accumulations are observed, they should be removed using non-sparking tools or an acceptable vacuum system with conductive or anti-static hoses and tools.

System airflow should be rebalanced after any changes are made to the dust collection system, including the removal or addition of dust collection points. Compressed air shall not be used to clean the duct system or any dust generating production station.

Equipment generating dust that poses a combustible dust hazard shall be provided with a time delay switch or equivalent device to prevent the equipment from operating before the dust collector is fully operational and to prevent the dust collection system from shutting down for at least 10 minutes after the dust generating equipment has stopped.

Machines generating combustible material particles shall be equipped with a ventilation cabinet, capture device, or outer cover connected to a dust collection system with a suction and capture rate sufficient to collect and transport all dust generated.

Electrostatic precipitator type dust collectors are prohibited.

Dry dust collectors shall not be used to collect dust from conventional metals (aluminum, magnesium, niobium, tantalum, titanium, zirconium, or chrome). Indoor dry dust collectors shall be permitted to be used for non-conventional metals to meet the following requirements:

- Pmax less than 8 bar (g) (measured using ASTM E1226 standard test method for explosiveness of dust clouds);
- Kst less than 150 bar·m/s (as measured using the test method in ASTM E1226);
- Minimum Ignition Energy (MIE) greater than 100 mJ (as measured using the standard test method for minimum ignition energy of dust clouds in the air in ASTM E2019);

- The substance does not belong to UN Class 4.2 solid when tested using the UN Class 4.2 self-heating test method;
- Collection of substances other than iron or steel dust is prohibited in dust collectors with a dirt volume greater than 0.57 cubic meters (20 cubic feet) or an airflow greater than 2,549 cubic meters per hour (1,500 cubic feet per minute).

Dry dust collectors shall be equipped with a filter breakage (e.g., broken bag) detection system that will automatically shut down the collectors and connected equipment if a filter breakage is detected.

Fan exhaust ducts should exit the building in the shortest straight path practicable.

The dust collector inlet and exhaust duct and blower should be inspected at least every 6 months to ensure that there is no accumulation of substances. Wet dust collectors can be installed indoors.

The blower that draws the dusty air into the wet dust collector should be located on the clean air side of the collector.

If combustible dust hazards are present, the exhaust vent should be inspected and cleaned frequently to avoid accumulation of deposits in the duct. Recycled wastewater from wet dust collectors should be filtered to remove particles, oil, and other impurities. In areas where there is a risk of freezing, all water conveyor pipes and sludge tanks should be protected from freezing.

Sludge should be cleaned from the filter tanks every shift and treated before discharge of sludge and wastewater to ensure environmental safety. Ventilation vents should be kept free from obstruction at all times.

Certain metal dust (e.g. aluminum and magnesium) produce hydrogen when in contact with water. Wet dust collectors handling these substances should have an alternative means of releasing hydrogen in the event of an exhaust blower shutdown to prevent accumulation.

Dust-producing equipment should be interlocked with the airflow to the exhaust blower, the level control, and the water flow through the cleaner nozzles so that when the collection system is not operating properly, the equipment producing dust with a combustible dust hazard will shut down.

Mixing of dry filters or dry dust collection systems downstream of or inside a wet dust collection system is prohibited.

Stand-alone dry AMS, down-ventilated benches, and environmentally controlled rooms (e.g., polishing, grinding, and final processing rooms) integrated with filter media on the walls shall be permitted if less than 0.22 kg (0.5 lbs.) of dust less than 500 microns in size is collected and removed per day.

Portable indoor dry dust collectors may only be used for mincing, grinding, or sanding.

The use of machines with portable dry dust collectors shall be permitted indoors when the object to be handled or processed cannot be moved to an appropriately arranged fixed ventilation cabinet or outer cover with the following protective measures:

- Portable indoor dry dust collectors shall not be connected to a permanent fixed piping system.
- The operations of portable dry dust collection devices shall be subject to a Dust Hazard Analysis (DHA) to ensure that the risk of flashover and debris to personnel and operations is minimized.
- The portable dry AMS with a dirty-side volume greater than 0.2 cubic meters (8 cubic feet) should be explosion-protected in accordance with NFPA 69.

- The portable dry AMS and all associated components should be thoroughly cleaned before altering the collected substances.
- The hose should be suitable for use and be of electrostatic discharge or conductive material.
- The hose and nozzle shall be lapped and grounded and the path to ground shall be verified prior to use after each movement, each new connection, or when both occur.
- The resistance of the ground path shall be recorded and maintained.
- The maximum number of substances to be collected is 2.2 kg (5 lbs) and should be emptied at least daily.
- The dust collector must not be used in processes that produce hot ashes or sparks.

The dust collection system should be installed if combustible dust hazards exist from dust generated during normal operations.
Equipment shall be maintained and operated in such a manner as to minimize the escape of dust which presents a combustible dust hazard.
Dust presenting a combustible dust hazard shall be conveyed to the dust collector by means of a duct system or other closed means.
A cleaning and maintenance plan shall be established and maintained for any area where combustible dust hazards exist. The plan shall include appropriate methods and processes for cleaning. The cleaning and maintenance plan should be reviewed and approved by a designated safety official familiar with combustible dust hazards.
The frequency of regular cleaning of walls, floors, and horizontal surfaces (e.g., equipment, ducts, pipes, air lockers, ledges, beams, and above suspended ceilings and other hidden surfaces) should be established to minimize the accumulation of dust where combustible dust hazards are present on the sites.
In areas where metal dust is produced or otherwise handled, dust shall not be allowed to accumulate to such an extent as to obscure the color of the surfaces below.
The following requirements shall apply to all areas where metallic dust is present or where a combustible dust hazard exists:

- A fire permit (hot temperature operation) procedure shall be established and comply with the requirements of NFPA 51.
- A fire permit shall be obtained for high temperature operations.
- Open flames, cutting or welding operations, or the use of spark-producing tools or other equipment are prohibited unless a fire permit has been approved by the designated safety official.
- Prior to conducting high temperature operations, all high temperature operation areas requiring permits shall be thoroughly cleaned of combustible materials, including metal dust and dust presenting a combustible dust hazard, and surrounding employees shall be advised of the high risk of the operations.
- Smoking is prohibited in areas with metallic dust or where a combustible dust hazard exists. The use of matches and lighters is prohibited in a class I or class II area.

All permanently installed process equipment and all building structural steel shall be grounded through a permanent grounding wire.
Movable or portable process equipment or tools of metal structures shall be lapped and/or grounded before use.
Portable fire extinguishers should be available in areas where combustible dust is present. The type, number, and size of fire extinguishers, and the placement and moving distance between

them shall comply with the requirements of NFPA 10. If metallic combustible dust is present, portable fire extinguishers rated for Class D fires shall be provided.
An inspection, testing, and maintenance plan must be implemented to ensure proper process control; all equipment is operating as designed.
The inspection, test, and maintenance plan shall include the following:

- Fire and explosion protection and prevention equipment.
- Dust control equipment.
- Check the door on the dust collection equipment to ensure proper installation, including condition of gaskets.
- Check the dust collection duct system for dust accumulation, leaks, etc.
- Cleaning and maintenance.
- Potential ignition sources.
- Electrical, process, and mechanical equipment, including process interlocks.
- Continuity checks of grounding and lapping systems.
- Resistance tests on electrostatic discharge shoes and conductive floors, if necessary.

Thorough inspections of the operating area should be made as often as necessary (not less often than quarterly) to ensure that equipment is in good condition and that proper work practices are being followed. Inspections should be carried out by persons with appropriate practical knowledge of combustible dust safety and all findings and recommendations should be recorded.

3.12 Collaborative Robots

It is necessary to establish management procedures for collaborative robots that comply with international, national, and local regulations, standards, and customer requirements.
It is necessary to designate a person or department in charge to supervise and execute the design, manufacturing, use, and safety management of collaborative robots.
Risks should be identified for hazards arising from equipment failure or malfunction, hazards arising from the movement of mechanical components, hazards arising from energy storage and power sources, hazards arising from hazardous gases, materials or conditions, noise, hazards arising from interference, hazards arising from human error, potential hazards arising from robotic systems, movement, or replacement.
After evaluation, appropriate safety measures should be taken to avoid and minimize risks, to eliminate hazards as far as possible and to select appropriate safety measures.
The safety features of collaborative robots shall include, at a minimum, the function of limiting the range of motion, the function of emergency stop and safety stop, the speed of motion of collaborative robots is less than 250mm/s, as well as the interlocking function of safety protection devices.
The electrical equipment in the collaborative robots and their systems shall be selected in accordance with their intended use, and the components, parts and equipment shall be selected in accordance with product standards.
The power supply and grounding (protective earthing) should comply with the manufacturer's specifications. The electrical control systems of the robots and their systems shall be designed to operate normally at full load or no load under normal power conditions.
Power isolation is the installation of an isolation (cut-off) device between the collaborative robot system and the power supply, which should be installed in a place that is not harmful to the operator. The isolation device shall have a break or open circuit function. The device shall disconnect the power supply to the electrical control of the robot system when required and

shall be protected by interlocking measures when two or more power isolation devices are used.
In the design and manufacturing of collaborative robots, safety precautions shall be designed in terms of ergonomics, machinery, control systems, manual programming, emergency motion, power sources, energy storage, interference, operating conditions, and selection of devices.
When designing the mechanical parts of robots, in addition to considering the mechanical structure and its components in accordance with conventional mechanical design, which should be able to satisfy the required motion functions, performance requirements, strength, rigidity, various corresponding dimensions and appearances of the robots, consideration should also be given to eliminating the hazards arising from the movable parts of the robots in the design. If it is not possible to eliminate such hazards in the design of the mechanical parts, the design of safety protection and corresponding safety measures should be adopted.
Electrical, hydraulic, and other components of the robots that constitute a hazardous factor shall have fixed protective shields and outer covers that cannot be opened during normal operation; when it is necessary to open the protective shields and outer covers, tools shall be used to remove or open them.
Emergency stops shall be provided at each operating station, including suspended operating boxes or teaching boxes capable of initiating robotic movement. The operating components of the emergency stop device shall be red in color and the contrast color at the backs shall be yellow. The operating components of the push-button switch shall be in the shape of a palm or mushroom.
The reset of the emergency stop circuit itself shall not initiate any movement of the robots. After an emergency stop, the robot system must be restarted by reset on the control panel. If collaborative robots have two robots installed and the defined space of the two robots has intersections, their shared emergency stop circuit shall be capable of stopping the motion of both robots in the system.
The contacts of manually operated emergency stop devices shall be such as to ensure mandatory disconnection of the device. Any robot shall be manually reset before it is activated, and the rest of the emergency stop circuit itself shall not activate any movement of the robot.
Each robot shall be designed with one or more safety stop circuits. When the robot is operated in automatic mode, the safety stop circuit shall be capable of stopping all movements of the robot and of withdrawing power from the robot driver. This stop can be achieved manually or by logical control of the safety control system circuit.
The robot shall not be activated for automatic operation when the teaching box is used in the safe protection space. When the robot is under the control of the teaching box, all movements of the robot can only be initiated by the teach pendant. The speed of the tool center point (TCP) should not exceed 250 mm/s when the robot is started by the teaching box for teaching. There should be a function of sensing the operator's normal grip on the teaching box. When there is an abnormal grip, the robot's movement should be stopped immediately, and an error should be displayed.
When designing and selecting the field sensing device, it shall be taken into account that its function is not affected by the environmental conditions in which the system is situated; it shall have an indicator light to show that the field sensing device is in operation, and it shall be installed in a position for easy observation.
The start, reset, and stop buttons, selection switches, and emergency stop switches of the control system should be labeled in a way that local employees can understand. The start button should be green in color with the surface of the button no higher than the surface of the sheath; the stop button and emergency stop switch should be red in color, operated by push,

and the surface of the button should be higher than the surface of the sheath.
The distance between the inner edges of the two operating buttons on the same plane should be at least 260mm; if less than 260mm, measures such as button protection shields or intermediate baffles should be installed; when the time of simultaneous operation by both hands is more than 0.5s, the device should not output control signals.
In order to ensure that the robot and its system operate consistently with the expected operating conditions, all environmental conditions, including explosive mixtures, corrosion, humidity, pollution, temperature, electromagnetic interference (EMI), radio frequency interference (RFI), and vibration, should be evaluated and analyzed to ensure that they meet the requirements, or corresponding measures should be taken.
For the safety protection space, it should generally be taken into account that when the robot is in operation, all parts of the human body should not be able to come into contact with the range of motion of the movable parts of the robot and the end-effector or the range of motion of the workpiece.
The control cabinet of the robot should be installed outside the safety protection space, and the operating console should be located in a position that can ensure the operator has a wide field of vision to observe the operation. A safe distance of at least 0.5m should be ensured between the equipment.

3.13 Lithium Battery Management

A management procedure document should be established to comply with applicable regulations, standards, and customer requirements, covering the processes of procurement, use, maintenance, and disposal.
It is necessary to designate a person or department in charge to supervise and execute the procurement, use, maintenance, and disposal of lithium batteries. It is necessary to purchase lithium batteries from qualified suppliers and obtain UL or CE certification for lithium batteries. Lithium battery vendors are required to ship in accordance with the United Nations Recommendations on the Transport of Dangerous Goods (UN Recommendations on the Transport of Dangerous Goods) Model Regulations. Lithium batteries shall be subject to UN38.3 test certification and it is necessary to confirm the report is consistent with the lot of goods delivered.
In accordance with the UN340 standard, it is necessary to urge vendors to control the SOC of lithium batteries below 30%.
For road transportation, the stacking height of batteries should be in accordance with the following: cartons should not exceed 1.5m, and wooden boxes should not exceed 3m.
Road transportation vehicles should be equipped with fire extinguishing equipment such as high-temperature gloves and fire extinguishing blankets.
When transported in a plant, lithium batteries should be placed in special battery trays, and it should be ensured that there are no foreign objects in the trays to prevent sharp objects from piercing the lithium batteries.
When transported in the plant, the batteries should be protected from severe vibration, sunlight, and rain, and should be gently handled and carefully loaded and unloaded during manual transportation.
Lithium batteries should be set up independently, with priority given to Class A warehouse, in a single-story independent attached room, with one side against the wall and independent windows, and with a storage area of less than 100 square meters; it is prohibited to store lithium batteries together with other combustible materials.
The fire resistance level of lithium battery warehouse shall not be lower than Class II, and there

shall be complete lightning protection and anti-static protection measures.
The lithium battery warehouse should be equipped with at least one safety exit and a Class A fire door that opens in the direction of evacuation.
The lithium battery warehouse should be equipped with monitoring facilities to monitor the warehouse from all angles, and the signal should be connected to a 24-hour manned control room.
The lithium battery warehouse shall be equipped with an accidental smoke exhaust device, which is linked with smoke and temperature sensors, and the capacity of the accidental smoke exhaust fan shall be no less than 12 times/hour.
An automatic sprinkler fire extinguishing system shall be installed in the warehouse. The strength of the sprinkler and the area of protection shall be designed according to the hazard class II of the warehouse as well as the storage method and height of the batteries.
The person in charge of the safety of lithium batteries should be explicitly designated, and the information card of the management unit should be posted in a conspicuous place.
In the lithium battery warehouse, it is necessary to post a lithium battery risk notification card, UN38.3 test report, lithium battery emergency response flowchart and the latest requirements of the local government, a four-color diagram of the safety risk assessment, and a signboard with responsibility information.
There should not be any water pipes/drains above the lithium battery warehouse. The central air-conditioning coil and air-conditioning duct should be insulated to prevent water leakage or condensation that may cause moisture to the lithium batteries.
The stacking height of lithium batteries packed in boxes shall not exceed 5 layers and shall not exceed 1.5 meters; it is necessary to strictly follow the "Five Distances" requirement of the warehouse (stacking distance is more than 1 meter, distance between outer walls is more than 0.5 meters, distance between inner walls is more than 0.3 meters, distance between columns is more than 0.3 meters, distance between beams is more than 0.3 meters, main passageway is more than 2 meters, and clearance in front of fire-fighting equipment is 1 meter) and strictly control the inventory quantity of lithium batteries, and do not overstock them.
Personnel are not allowed to sit/lie on or place heavy objects on the lithium battery packing box.
Unauthorized personnel are not allowed to enter the lithium battery warehouse, and people must register when entering or exiting, and are not allowed to bring any source of ignition into the warehouse.
The responsible unit must establish a lithium battery storage alert mechanism, and notify the supervisor of each relevant unit before the storage volume reaches the alert value to prevent over-storage.
Lithium battery assembly workers should receive safety training and pass the examination before starting their jobs.
It is prohibited to use sharp objects to collide, repair, or disassemble batteries, as well as to squeeze or stack lithium batteries.
It is prohibited to short-circuit the positive/negative terminals of lithium batteries.
It is prohibited to immerse lithium batteries in liquid.
It is prohibited to bend lithium batteries to prevent spontaneous combustion caused by bending.
Set up a temporary storage area for lithium batteries in the assembly and disassembly station and control the quantity. and unused batteries should be returned to the warehouse before the end of the day for centralized management.
The charging, discharging, and disassembling of lithium batteries should be performed in

separate compartments, and the disassembling workbench should be equipped with a local ventilation device and kept away from combustible materials.
The charging, discharging, and disassembling of lithium batteries should be performed in strict accordance with applicable SOPs.
Specialized tools should be used for maintenance and disassembly, and mechanical damage to the batteries, extrusion, bending, and poking should be avoided.
The disassembled lithium batteries should not be stacked and should be stored in a special tray.
The discharging equipment should be kept with good heat dissipation, and the working temperature is required to be 0℃-40℃.
The management unit of the discharging equipment shall regularly conduct routine inspection and maintenance of the discharging equipment and keep relevant records.
After discharge, lithium batteries should be labeled one by one before they are put into storage for processing.
For damaged or leaking scrapped lithium batteries that cannot be discharged by the discharge machine, they can be soaked in 10% salt water for one week to make them safe to discharge.
Regulate the management of the discharge of lithium batteries and specify the requirements for voltage control.
The infrastructure of the scrapped lithium battery warehouse should be consistent with the setup of the lithium battery warehouse and management requirements.
Warehouse personnel should double-check the voltage of the scraped lithium batteries before storage, and the result should meet the requirements before storage, and double-checked after 48 hours of storage, and if the result does not meet the management requirements, it should be returned to the responsible unit for re-discharging; and the warehouse personnel should also randomly check the insulation protection of the lithium batteries.
Scrapped lithium batteries should be kept away from corrosive substances, fire, and heat sources, and safety warning labels should be affixed on the packing boxes. The scrapped lithium battery warehouse should be well ventilated, clean, and dry, with the temperature at 20±5℃ and humidity at no more than 75% and should be inspected regularly.
The scraped lithium battery warehouse should have personnel on duty to conduct regular safety inspections and daily routine inspections.
Use ceramic scissors if it is needed to cut off the cushion plate or cell lugs of discharged lithium batteries.
Use the original manufacturer's special tray for lithium batteries, and the corners of the tray should be protected and dry.
Discharged lithium batteries should be categorized and packaged according to different abnormalities.
The recycling of scrapped lithium batteries should be handled by a qualified company, and the transportation and storage of scrapped lithium batteries should be done by a qualified company approved by the local government.
Strictly control the quantity of scrapped lithium batteries in stock, and arrange for them to leave the warehouse at least once a week, such as holidays and festivals, and must apply for them to leave the warehouse in advance.
The lithium battery warehouse, scrapped lithium battery warehouse, battery dismantling workshop, charging room, and discharging room should be equipped with emergency supplies as well as a sufficient amount of dry firefighting sand, firefighting sand buckets, explosion-proof buckets, accident treatment buckets, fire extinguishing blankets, high-temperature-resistant gloves, iron pliers, gas masks, protective eyewear, and firefighting shovels.

The lithium battery warehouse should be equipped with intelligent smoke sensors, intelligent temperature sensors, and alarm signals should be transmitted to the fire watch center of the park for real-time monitoring.
The accidental smoke exhaust device of the lithium battery warehouse and scrapped lithium battery warehouse, battery dismantling workshop, charging room, and discharging room should be subject to a functional inspection at least quarterly by the fire maintenance company, including temperature sensors and smoke sensors linked to activate the accidental smoke exhaust fan.
Firefighting facilities/equipment should be inspected and maintained monthly to ensure that the firefighting facilities are in a state of readiness at all times.
Formulate the emergency plan and lithium battery accident disposal plan suitable for the unit. Lithium battery accident disposal shall be practiced once a quarter, and the effect of the practice shall be evaluated.

3.14Contractor Management

Documented safety and health management procedures for contractors should be in place, covering all or part of the delivery of contracting, subcontracting, or joint operations, and the contractor/subcontractor should be informed in writing in advance of all or part of the delivery of contracting or subcontracting:

- Working environment.
- Hazardous factors.
- Measures to be taken in accordance with the relevant safety and health provisions of the regulations.
- Notification of the working environment.

The notification of the working environment should describe in detail in writing the conditions of the working environment, including the workplace, workplace facilities, furnishings and machinery and equipment; the notification of hazardous factors, first of all, should focus on what types of disasters may occur in the environment, and their possible causes, informing in detail in writing the relevant safety and health laws and regulations to comply with and the measures to take on how to prevent the occurrence of disasters. The contractor should be informed in detail in writing of the measures to be taken to prevent the occurrence of disasters:

- Management measures.
- The safety and health education and training, safety and health certificates and technical certificates for contractors' personnel should meet the relevant requirements.

4 Training and Communication

An occupational safety training management system should be implemented, and the strategy and implementation plan should meet regulatory requirements and industry standards. Occupational health and safety topics should be based on regulatory requirements and the type of operations being conducted. Appropriate training on the health and safety in the workplace should be provided to employees in the local language so that all employees understand it. Health and safety related information should be clearly posted on the facilities.

5 Documentation

All documents related to occupational safety management should be retained. Paper copies of all records shall be maintained in accordance with applicable laws and regulations.

- **Emergency Preparedness**

Code of Conduct Requirements

The company shall set up equipment and facilities to prevent the expansion of disaster accidents

according to the requirements of the local government, such as fire monitoring and automatic fire extinguishing facilities. Equipment and facilities shall be well maintained and functioning properly. The company also should formulate disaster emergency rescue plans and disposal plans. 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, appropriate fire detection and suppression equipment, clear and unobstructed egress, adequate exit facilities, information for emergency responders and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment and property. Emergency drills must be executed at least annually or as required by local law, whichever is more stringent.

Responsibility Standards

1 Emergency Response Plans

1.1 Emergency Situations

The likelihood of different types of emergencies should be identified and assessed based on the production processes, chemical consumption, auxiliary facility operations, and local geographic, geological, and meteorological conditions. Emergencies may include fires, explosions, floods, chemical spills, power outages, and natural disasters.

1.2 Emergency Response Plan

A written emergency response plan should be developed based on potential emergency scenarios to address foreseeable emergencies.

1.3 Emergency Procedures

The company shall follow the procedures defined in its emergency response plan when an emergency situation occurs.

1.4 Emergency Response Team

Trained employees should be organized and assigned to form an Emergency Response Team (ERT), which should be on call during all shifts. The ERT has the responsibility and right to direct the unit to respond to emergencies to ensure that the health and safety of workers, the environment, and property are protected.

1.5 Communication

A reliable and effective internal and external information communication mechanism should be in place for the notification of all persons in the plant in the event of an emergency to carry out the subsequent evacuation. The information communication mechanism should ensure that the information can reach the whole plant. It should also be ensured that there is a capacity to notify the nearby community, the public, and the relevant government in all emergency situations (e.g., release of toxic substances into the environment or chemical spills).

1.6 Evacuation and Assembly

In an emergency that could threaten the health and safety of employees, the company or plant must be evacuated immediately. Evacuation should be guided by trained and designated employees who will direct other employees to a clearly labeled, safe gathering area. Employees shall not return to the aforementioned hazardous areas unless the emergency has been lifted and the corresponding institutions or other trained and authorized personnel have declared the plant is safe now.

2 Emergency Response Plant Facility Requirements

2.1 Aisles

Aisles between flow lines and production lines should be clearly labeled and free of obstacles. Aisle widths should comply with regulatory requirements.

2.2 Emergency Exit and Exit Signs

A sufficient number of emergency exits should be provided in the building based on the size of the building and the number of people that shall use them, and in compliance with all applicable laws and regulations and prudent safety measures. The emergency exits should meet the following requirements:

- Emergency exits shall not be obstructed, blocked, or locked at any time while

employees are in the plant.
- Open outward.
- Clearly marked with an "EXIT" sign or with a symbol that is understood by all employees and meets the requirements of the applicable law.
- Can be used properly.
- Normally closed.

The emergency exit signs should be clearly visible in the dark and in the event of a power outage and may be powered by battery or from a standby power source.

2.3 Evacuation Maps

Accurate, up-to-date, and properly oriented evacuation maps should be posted in all process and production areas, meeting rooms, dining and living areas, and other public areas. Any evacuation map should be clearly labeled in a language that all employees can understand and contain the location of the viewer of the map and the route to the nearest exit and gathering point.

2.4 Assembly Area

A clearly marked and unobstructed open space should be designated for employees to gather in an emergency. Evacuated employees must be able to gather safely at a location reasonably close to an emergency exit so as not to interfere with the safe evacuation of the building during an emergency.

2.5 Elevators

Signs should be posted on all elevators (in the local language so that all employees can understand them) to prevent people from using them in emergencies, unless the elevator is designed for fire or other emergency use.

2.6 Firewalls

The openings of firewalls and fire separating walls should be protected by self-closing fire protection doors with a fire resistance level equivalent to that of firewalls and fire separating walls.

3 Emergency Equipment

3.1 Emergency Lighting

Adequate, functioning emergency lighting shall be provided on stairways, walkways, corridors, ramps, and access to exits, and in other areas as required by applicable laws and regulations. Emergency lighting can be powered by batteries or a backup generator.

3.2 Firefighting Equipment

All equipment required or recommended by law (e.g., fire alarms) to detect and notify, monitor, and extinguish fires should be installed and properly maintained. All emergency equipment should be regularly maintained and tested, and records of such tests, maintenance, and proper operation status should be noted down. The use of asbestos-containing fire extinguishing materials, such as blankets is prohibited.

3.3 Shutdown Devices

Manual or automatic shutdown devices should be installed on any hazardous production equipment to prevent injury or damage in an emergency.

3.4 Chemical Spillage Equipment

Equipment should be installed that can detect, notify the facility of, and respond to chemical-related emergencies. This type of equipment includes:
- Hazardous chemical smoke detectors.
- Audible and visual alarms as required by applicable laws and regulations.
- Eye wash and emergency shower stations.
- Leak kit cabinets.

3.5 First Aid Equipment

The company shall ensure that there is an adequate supply of appropriate medical equipment throughout the facility, that it is well maintained, and that it is easily accessible to all employees. First aid training should be provided to a sufficient number of employees.

4 Emergency Equipment Testing and Maintenance

The company shall ensure that all emergency equipment is regularly tested in accordance with the manufacturer's instructions or recommendations, and that faulty/non-functioning equipment is identified and repaired. All tests must be performed at least once a year or as required by applicable laws and regulations, and records of such tests and maintenance must be maintained.

5 Emergency Contacts

An emergency contact should be assigned to each work unit and each shift for internal communication in the event of an emergency. Contact information for internal and external emergency responding personnel/organizations should be posted in public areas in a language that all employees can understand.

6 Emergency Investigation and Analysis

Adequate and effective accident investigation processes should be established to ensure the effectiveness of cause investigation and analysis, corrective action, and incident notification.

A written procedure for accident investigation should be established, including cause investigation and analysis, corrective action, and incident reporting.

Interviews, written documents, operating procedures, on-site photographs, operation records, and equipment information should be properly documented.

Accident investigation and analysis methods should be on scientific or academic basis and be able to analyze the basic causes.

Statistics and analyses should be conducted on the causes of accidents and included in the safety and health objectives for the following year.

There should be a tracking and auditing mechanism for the implementation of corrective or improvement measures for the results of accident investigation.

The occurrence of accidents and the results of investigations should be proactively notified to the company or stakeholders, and the content should include the persons, event, time, place, and things.

7 Training

Training in the emergency response plan should be provided to all employees. All employees must be notified of changes to corporate policies or procedures related to emergency preparedness within 30 days after implementation. All relevant/designated personnel must receive training at least once a year.

Information on evacuation routes, gathering areas, and emergency contacts and procedures should be provided to vendors and other temporary visitors.

8 Emergency Drills

Emergency and evacuation drills should be conducted in accordance with applicable laws and regulations or, in the absence of applicable laws and regulations, at least annually. Emergency and evacuation drills should include all employees, who should be evaluated on their emergency evacuation performance.

9 Documentation

Records of all emergency preparedness related documents should be kept.

- ## Occupational Injury and Illness

Code of Conduct Requirements

Procedures and systems are to be in place to prevent, manage, track and report occupational incidents and near misses, including but not limited to work-related injuries and illnesses by encouraging worker reporting; classify and record injury and illness cases; provide necessary medical treatment; investigate cases and implement corrective actions to eliminate their causes; and facilitate return of workers to work.

Responsibility Standards

1 First Aid Procedures

Adequate and effective first aid procedures should be developed and implemented that incorporate the severity of the medical emergency and the response process (first aid, medical office, local hospital). Trained/certified first aiders should be assigned, and adequate numbers of first aiders, including qualified acting persons, should be available considering the shift, area, and number of people.

2 Management of Occupational Injury and Disease Investigation

A written procedure for occupational injury and disease investigation should be established, including notification, cause investigation and analysis, corrective action, and incident reporting.

Documented procedures should be developed for occupational injuries and occupational diseases required by law.

There should be a tracking and auditing mechanism for the implementation of corrective or improvement measures for the results of occupational injury and disease investigation.

3 Health Services and Management (including occupational injuries and occupational diseases management)

A health management unit should be established in accordance with the law. First-aiders should regularly complete in-service education and training.

Occupational injuries or diseases should be declared in accordance with the law.

Employees should be provided with health checkups and special medical checkups in accordance with the law, and the results should be managed, tracked, and analyzed within the scope permitted by the law.

Health promotion should be incorporated into the goals of the management system of business units, and theme-based promotion and education and training activities should be conducted.

Health service business should also cover psychological needs such as counseling or emotional management.

Emergency medical procedures should be included in the emergency response plan, and medical drills should be conducted based on the type of disaster.

Counseling for high-risk groups or groups exposed to high operational hazards should be included.

In the event of a notified or suspected case of occupational disease, subsequent discussion of occupational risk, consultation on occupational disease, discussion of causality, and health management should be conducted.

4 Training and Communication

Education and training on occupational injuries and diseases should be conducted.

5 Documentation

Records of all documents related to occupational injuries and illnesses should be kept.

• Infectious Disease Preparedness and Response

Code of Conduct Requirements

The company shall develop and implement a plan to take reasonable steps to prepare for, prevent, and respond to the potential for an infectious disease among its employees.

Responsibility Standards

1 Preparation and Response Planning for Infectious Diseases

A well-documented preparedness and response process should be implemented to identify, evaluate, and control the spread of infectious diseases in the workplace, and guidelines from relevant health authorities should be readily available to identify the best way to incorporate recommendations into the process and plan. The basis of the plan should come from a detailed risk assessment of the workplace hazards associated with the type of disease.

1.1 Procedures

Once such a situation occurs, the procedures developed in its infectious diseases' response plan should be followed and should contain the following elements:

- Analysis of the sources of infectious diseases to which employees may be exposed, including the individual risk factors to which employees are exposed.
- A system for identifying and implementing the necessary controls to minimize risk.
- Processes used to identify, isolate, and transport infected persons.
- Procedures for cleaning and disinfecting workstations, quarantine oms, dormitories, and common areas (if applicable).
- Confirmation of specialized cleansing and disinfection services (if required).
- Confirmation of medical and laboratory services.

1.2 Infectious Diseases Response Team

An infectious diseases response team (IDRT) should be organized and established with a direct responsible individual (DRI). The response team should have the responsibility and authority to provide guidance on how to respond to infectious diseases in order to ensure the protection of the health and safety of employees, as well as to protect the environment and the community.

2 Infectious Diseases Response Practices

2.1 Employees

Employees should be protected from any inappropriate discrimination, harassment, and retaliation related to infectious diseases.

When a confirmed case is received, endeavors should be made to protect the employee's right to confidentiality in accordance with applicable laws and regulations.

It should be ensured that employee wages during medical observation, quarantine isolation, treatment, and downtime related to infectious diseases are in compliance with applicable laws and regulations.

2.2 Personal Hygiene

It is necessary to provide adequate handwashing and hand-drying facilities, including hygiene and disinfection supplies, but not limited to hand-washing soap, non-reusable paper towels, and hand sanitizer.

Employees who are unwell should be encouraged to stay at home.

Employees should be advised not to share things, tools, or equipment wherever practicable. Local government recommendations should be followed for appropriate vaccinations and preventive measures against infectious diseases.

2.3 Supplies

Necessary stocks of supplies should be maintained to protect employees and prevent the spread of infectious diseases. An adequate stock of the following supplies should be kept at all times. These supplies include but are not limited to:

- Hand-washing soap or hand sanitizer (optional) should be provided in all restrooms.
- Masks, N95 protective masks (should pass fit test), gloves, gowns, and eye protection.
- Cleaning and sanitizing supplies, including cleaning cloths, soap, and disinfectant.
- Supplies that may be useful in detecting and controlling the spread of disease (e.g., thermometers, dividers, rapid test kits, etc.).

A protocol should be established to ensure that all such supplies are properly disposed of.

2.4 Airborne and Waterborne Transmission

All ventilation and water supply systems must meet the standards of applicable laws and regulations and specifications. Ventilation and water supply systems must be monitored for proper installation and maintenance in accordance with engineering and manufacturing recommendations.

3 Infectious Diseases Monitoring and Reporting

Effective processes should be in established to ensure adequate surveillance and control of infectious diseases at the workplace, in the local community, and nationally and internationally. If the local government declares an infectious diseases emergency, the following should be made:

- Enhancing preventive measures related to infectious diseases in the workplace.
- Taking reasonable action to prevent the spread of infectious diseases in the workplace in accordance with local government guidelines.

3.1 Case Management

Employees should be encouraged to report any symptoms of infectious diseases in a timely manner. If infectious diseases are suspected to be present in the facility, the following should be done:

- Controlling the infected persons in accordance with local government infectious diseases control measures.
- Conducting a thorough investigation to identify all persons who may have come into contact with a suspected/confirmed infected person.
- Stepping up enhancement of cleansing and disinfection in the workplace in accordance with the guidelines of the local government and with reference to expert advice.
- Working closely with the local government to manage working hours, changing the number of employees working in the plant, or closing the workplace according to their guidelines, in case of confirmed outbreaks of infectious diseases in the workplace or local community.
- Relaunching the facilities in accordance with the guidelines of the local government, if necessary.

3.2 Reporting

A process for reporting suspected or confirmed cases in the workplace should be developed and

any cases of infectious diseases should be reported to the local government in accordance with applicable laws and regulations, if necessary.

4 Training and Communication

All employees, supervisors, and managers, on-site contracted personnel, and vendors should be educated and trained in the basic guidelines for infectious diseases control, which include:

- Personal hygiene and disinfection (including, but not limited to, hand washing, controlling coughs and sneezes, cleaning and disinfecting surfaces), and avoiding the sharing of tools, food, beverages, or equipment.
- Self-management and timely reporting of signs and symptoms of infectious diseases.
- Proper use and disposal of personal protective equipment (PPE).
- Proper handling and preparation of food.

Training should be conducted during initial orientation, during the year, and during outbreaks of infectious diseases or pandemics.

5 Documentation

All documents related to infectious disease preparedness and response should be kept.

• Ergonomics

Code of Conduct Requirements

Worker exposure to physically demanding tasks, including manual material handling and heavy lifting, prolonged standing, and highly repetitive or forceful assembly tasks is to be identified, evaluated and controlled. The integration of human factors via reasonable evaluation is to increase staff efficiency and reduce work accidents.

Responsibility Standards

1 Potential Hazard Identification

Written procedures should be implemented to identify, evaluate, and control risks related to ergonomics in the workplace.

Ergonomics risk assessment should include the identification of operations and tasks with potential risks. The scope of the assessment includes, but is not limited to, task observations and employees and supervisor feedback and surveys. Perform a causal risk assessment of all new or modified production lines, equipment, tools, and workstations that generate high physical labor operations.

2 Ergonomics Management

Implement control measures to reduce physically demanding risks and document the implementation process in writing during the reduction or elimination of ergonomic hazards. Prior to the commencement of production, these operations and tasks should be re-evaluated using an ergonomics task analysis to ensure that the hazards of ergonomic risks are reduced or eliminated.

Patrols, audits, or operational observations should include ergonomic hazards identification and communication with operators and records should be retained.

3 Training

Safety and health education and training should include ergonomics, such as analyzing work processes and actions, identifying ergonomic hazards, improving methods and implementation, and evaluating effectiveness.

4 Documentation

All documents related to ergonomics should be retained.

- **Sanitation, Food, and Housing**

Code of Conduct Requirements

Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate lighting heat and ventilation, individually secured accommodations for storing personal and valuable items, and reasonable personal space along with reasonable entry and exit privileges.

Responsibility Standards

A. Dormitory

1 Procedures

Develop documented procedures to ensure that dormitory-related and necessary permits are extended before they expire.

Perform risk assessments, updates (in case of major changes), site inspections, and emergency procedures for rented apartments/dormitories. Develop adequate and effective cleaning and public hygiene plans.

Develop adequate and effective pest control plans.

Develop adequate and effective preventive maintenance plans including emergency response support facilities.

2 Dormitory Facilities

Dormitory facilities shall comply with applicable laws and regulations and shall have all relevant and necessary permits for health, safety, and security.

Dormitory buildings should be separated from storage areas and buildings containing production, warehousing, and chemical substances.

Dormitories should be adequately lighted, ventilated, and heated (in applicable areas), and each dormitory should have at least one window to the outdoor or sunroof.

Beds should be provided for each employee residing in the dormitory, and the use of triple-decker beds and shared beds is prohibited; the distance between bunk beds on double-decker beds should not be less than 0.7 meters, and the width of the passageway between parallel double-decker beds should not be less than 1.2 meters.

Separate and independent dormitories shall be provided for male and female employees. If located in the same building, separate rooms shall be provided for male and female employees.

Employees residing in the dormitories are free to enter and exit their dormitory rooms and buildings at any time, and no check-in/check-out system shall require them to obtain permission to enter or exit.

3 Living Space

Personal living space in a dormitory room shall not be less than 3 square meters per person. Personal living space includes personal storage areas but excludes balconies and washroom areas.

Each dormitory room shall not accommodate more than 8 persons.

Dormitories should be equipped with a personal secure storage space for each employee that is convenient for storing personal belongings (clothing, toiletries, valuables, documents, etc.).

4 Restrooms

Employees living in the dormitories should be provided with adequate restrooms, with at least one toilet guaranteed for every 15 employees.

The distance between the restroom and each dormitory shall not exceed 61 meters, and the restrooms shall have sufficient light, ventilation, cleanliness, and sanitation.

Separate restroom facilities should be provided for men and women, with at least one toilet for each gender in public restroom facilities; where man and woman restrooms are located in the same building, one solid wall from floor to ceiling shall separate toilets for different genders; and all restroom facilities should be labeled in the local language as "Man" and "Woman".

5 Bathrooms

Adequate hot and cold water and pressurized showers shall be provided for dormitory employees, with at least one shower for every 15 employees.

Shower facilities shall not be more than 61 meters away from each dormitory and shall be kept in a clean and sanitary condition.

The floor of the shower facility should slope downwards towards a properly constructed floor drain hole.

Separate shower facilities should be provided for men and women; where man and woman restrooms are located in the same building, one solid wall from floor to ceiling shall separate toilets for different genders; and all facilities should be labeled in the local language as "Man" and "Woman".

6 Drinking Water

Adequate and free drinking water should be provided to all dormitory employees.

Drinking water facilities shall not be more than 61 meters away from each dormitory and shall be kept in a clean and sanitary condition.

Drinking water shall be tested at least once a year and drinking water test reports shall be maintained/posted.

7 Dormitory Safety

Each dormitory room as well as common areas shall be equipped with appropriate ceiling lights or wall lights to assure adequate lighting.

Durable, insect- and rodent-resistant, clean containers for garbage and other wastes should be located near each dormitory.

Any improper or illegal wiring is prohibited.

The use of electrical equipment that exceeds the maximum power of the electrical outlet is prohibited.

Storage of hazardous, flammable, or toxic chemicals is prohibited.

Education and awareness programs should be conducted to teach the proper use of power outlets, extension cords, and power strips to avoid overloading.

Employees should be educated that smoking in non-designated smoking areas (e.g., bedrooms, public lounges, etc.) poses a potential fire safety risk.

8 Emergency Response

Each dormitory and all public areas should be equipped with appropriate, functioning smoke detectors, which should be inspected at least once a year to ensure that they continue to function properly.

Appropriate fire-fighting equipment should be provided in an easily accessible location not more than 25 meters from dormitories and common gathering areas.

All dormitories should have access to public areas or corridors, which should have at least two clearly marked, unobstructed, and readily accessible exits for emergency use.

There should be at least two clearly marked and unobstructed exits on each floor. Emergency lighting should be provided in corridors, staircases, and above each exit.

Corridors and exits should be free of obstructions to ensure safe and rapid evacuation of people in case of fire or other emergencies. Exit doors should be open to the outside and should not be locked to prevent escape. Exit routes should be maintained during construction, maintenance, or building alterations.

All dormitories and public areas shall be posted with proper evacuation signs in employees' native language to ensure timely, safe, and speedy evacuation of people in case of fire or other emergencies.

Fire drills should be held at least once every six months, and all employees on all shifts should participate. Records of fire drills should be kept for at least three years.

All new dormitory employees must receive training on fire safety, emergency evacuation, and use of fire extinguishers. Records of annual training should be kept.

A first aid kit should be available in each dormitory for use by dormitory employees, and the kit should contain sufficient first aid items.

B. Dining

1 Procedures

Develop documented procedures to ensure that meals-related and necessary permits are extended before they expire. Develop and comply with safe food processing practices and hygiene standards.

Develop adequate and effective cleaning and public hygiene plans. Develop adequate and effective pest control plans.

Develop adequate and effective preventive maintenance plans including emergency response support facilities.

2 Dining Facilities

The cafeteria should be located more than 25m away from sources of pollution such as cesspits, cesspools, garbage dumps (stations), aqua privies, etc., and should be set up outside of the influence of dust, hazardous gases, radioactive substances, and other diffuse sources of pollution.

The food processing area shall be located indoors, and effective measures shall be taken to prevent food from being contaminated during storage and processing.

Separate compartments, areas, or facilities should be provided for the storage of cleaning tools. Areas or facilities dedicated to the washing of cleaning tools should be located so as not to contaminate food and should be clearly labeled.

A sufficient number of hand-washing facilities should be provided in the food processing area, and hand-washing facilities should be provided in the dining area.

3 Personnel Requirements

Catering/food processing and service personnel should undergo health examination and obtain valid health certificates.

Catering/food processing and service personnel should wear work hats, and those who are in contact with ready-to-eat or cooked food should wear additional masks and gloves to prevent contamination of food.

4 Food Preparation

Food providers shall be with relevant legal qualifications during the procurement.

When purchasing food ingredients/additives from food manufacturers/sellers (shopping malls, supermarkets, convenience stores, etc.), check their business licenses, product qualification certificates, and permits.

Clean vehicles and containers before transportation to prevent contamination of food. During transportation, dustproofing and waterproofing should be done, food and non-food, different types of food materials (food of animal origin, food of plant origin, aquatic products, the same below) should be segregated, and food packaging should be complete and clean to prevent contamination of food.

Food products shall not be mixed with toxic and hazardous substances for transportation, and vehicles used for transportation of food products and toxic and hazardous substances shall not be mixed.

5 Food Storage

Food storage and preparation areas shall be separated.

Food should be properly stored in categories and sections (not on the floor; must be refrigerated if necessary). Raw food and cooked food should be stored separately and covered at all times.

Label stored food and use or dispose of food before the expiration date.

6 Processing

Use specialized tools, containers, and equipment, and use specialized washing and disinfecting facilities to wash and disinfect them before use and keep them clean.

Different types of food materials, different forms of food (raw materials, semi-finished products, and finished products) shall be stored separately, and their containers and processing tools shall be classified and managed separately, and stored in different locations.

Containers and tools in contact with food shall not be placed directly on the ground or in contact with unclean substances. Processing of food, washing, and sanitizing of eating and drinking utensils is not permitted in ancillary areas (e.g., restrooms, locker areas, etc.).

For foods that need to be cooked through, the center temperature of the food should be above 70°C during processing.

Sampled food should be placed in dedicated sealed containers after cleaning and sterilizing and stored in dedicated refrigerating equipment for more than 48 hours. The number of samples for each variety should meet the needs of inspection according to the laws and regulations of each country and should be not less than 125g.

The sampled food shall be managed by specialized personnel, and the name of the sampled food and the time of sampling (month, day, and hour) shall be marked on the containers of the sampled food, or a mark corresponding to the sampling record shall be marked on the containers of the sampled food.

7 Serving Food

Food shall be delivered in dedicated sealed containers and vehicles, and the interior of the

containers shall be easy to be cleaned.

The compartments of transportation vehicles and delivery containers should be cleaned before distribution and containers for finished products should be sterilized.

During the distribution process, food and non-food products, and food products in different forms of existence should be separated by containers or individual packaging, etc. The containers and packaging should be tightly sealed to prevent contamination of the food products.

Tools for distributing dishes and arranging appearances should be cleaned and sterilized before use.

During the process of serving food, clean trays and other tools should be used to avoid direct contact of the hands of workers with food.

8 Pest Control

For pest control, it is advisable to follow the principle of using physical control (sticky mouse boards, anti-fly lamps, etc.) first while using chemical control (lagging spraying, etc.) in a conditional manner.

The walls and floors of the canteen/cafeteria are free of gaps, and the ceilings are well repaired. All duct (water supply, drainage, heating, gas, air-conditioning, etc.) connections with the outside world or the ceiling should be sealed; all the holes created by the passage of tubes and wires should be sealed with cement, stainless steel partitions, steel wire blocking materials, fireproof mud, etc., and the holes should be filled securely with no gaps. Use water-sealed floor drains.

All wire grooves and distribution boxes (cabinets) are well sealed.

There should be rodent-proof boards in the entry and exit routes for personnel and goods, and the gap between the doors should be less than 6mm.

Sticky mouse boards, rat traps, mechanical traps, and other devices should be used, and rodenticides should not be used.

9 Emergency Response

All canteens should be equipped with proper and functioning smoke detectors. The detectors should be inspected at least once a year to ensure that they continue to function properly.

Appropriate fire-fighting equipment should be provided in an easily accessible location not more than 25 meters from canteens.

All canteens should be provided with at least two remote doors providing independent escape routes to the outside of the building or to internal corridors.

There should be at least two clearly marked and unobstructed exits on each floor. Emergency lighting should be provided in corridors, staircases, and above each exit.

Corridors and exits should be free of obstructions to ensure safe and rapid evacuation of people in case of fire or other emergencies. Exit doors should be open to the outside and should not be locked to prevent escape. Exit routes should be maintained during construction, maintenance, or building alterations.

All canteen areas shall be posted with proper evacuation signs in employees' native or familiar language to ensure timely, safe, and speedy evacuation of people in case of fire or other emergencies.

Fire drills should be held at least once every six months, and all canteen workers should

participate. Records of fire drills should be kept for at least three years.
All canteen workers must receive training on fire safety, emergency evacuation, and use of fire extinguishers. Records of annual training should be kept.
A first aid kit should be available in canteens for use by employees, and the kit should contain sufficient first aid items.

• Health and Safety Communication

Code of Conduct Requirements

FIH 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, including but not limited 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 health and safety concerns without retaliation.

Responsibility Standards

1 Language of Communication and Training

All communication and training must be conducted in a language that employees can understand.
All warnings/hazard labels must be in a language that employees understand.

2 Training Plan

Implement an adequate and effective training plan and keep proper records of the training plan and its execution.
The training plan for mechanical, electrical, chemical, fire, physical hazards, etc., may be determined by a training needs assessment to determine minimum training requirements, but must include:

- proper use of personal protective equipment (PPE).
- types of emergencies that may occur in the workplace and what to do in an emergency, including internal and external evacuation gathering points.
- machine safety and the use of safety protection devices and emergency stops.
- the process of how to report an occupational disease or illness.
- hazardous gas and confined space work procedures to perform prior to entering a confined space.
- lockout/tagout (LOTO) procedures.
- employees should be trained before they start a new job and periodically thereafter according to the training plan.
- employees responsible for storing, removing, or disposing of chemicals should receive specialized training.
- occupational health professionals or first aiders should be trained by external organizations or, where permitted by local law, trained and certified in-house by qualified licensed health professionals (e.g., medical doctors).

3 Communication Process

An adequate and effective employee communication plan should be developed that covers all identified hazardous situations.

Potential workplace hazards faced by employees should be clearly posted on the sites or placed in a location that is recognizable and accessible to employees.

All hazards present at the sites and actions to promote health and safety workplace improvements should be included in the communication. All employees and visitors should be informed of internal and external safe evacuation gathering locations.

4 Notification of Health and Safety Issues:

There company shall have an adequate and effective plan for receiving, reviewing, and responding to reports of safety issues. Employees should be encouraged to raise health and safety concerns without fear of reprisal (e.g., incentive systems, etc.).

5 Effectiveness Evaluation

Training, communication, and notification of health and safety issues must be evaluated at regular intervals of no more than three years, or sooner if there are significant changes.

6 Training and Communication

Training records should include verification of the effectiveness of the training.

Employees are provided with educational materials (e.g., safe operation guidelines, operating instructions, etc.) related to the risks associated with the hazards of their duties so that they can perform their duties safely. Examples of controls include personal protective equipment (safety glasses, gloves, and earplugs), operating procedures (lockout/tagout, chemical mixing), and engineering controls (ventilation, point-of-operation machine protection, building fire protection systems).

Complaints records show no retaliation for employees raising health and safety concerns.

7 Documentation

Documents relating to health and safety communications should be retained.

Environment

• Environmental Permit and Reporting

Code of Conduct Requirements

All required environmental permits (e.g., discharge permits), approvals and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

Responsibility Standards

1 Environmental Protection Permit and Report

Adequate and effectively documented processes should be developed and implemented for the control of environment related permits, and a control tracking mechanism for the expiration and updated dates of various permits should be implemented.

Any changes that may alter the status of registration and result in a change in the content of an approved environmental permit should be reported to the relevant local and national regulatory authorities.

All environmental permits, approval documents, registrations, and licenses required by regulations should be available for review and within the validity period. For example:

- Exhaust gas emissions.
- Sewage discharge.
- Stormwater discharge.
- Storage and use of hazardous materials.
- Treatment of waste.

2 Documentation

Copies of all internationally or nationally required environmental permits should be kept on file.

• Material Restrictions

Code of Conduct Requirements

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

Responsibility Standards

1 Procedures Requirements

Adequate and effective procedures for measuring or documenting the chemical composition of the hazardous substance of a product should be established, including:

- A documented review process for comparing customer requirements with your own specifications.
- A documented review process used to ensure that purchased materials, packaging, and components meet customer requirements.
- Documented requirements for raw material/component suppliers for hazardous substances in products.

2 Certification

Provide hazardous substance reports or certificates and analytical data on raw materials and processes in the product.

3 Documentation

Keep records related to hazardous substances in products and processes, including:

- Records of the chemical composition of the product are available for review.
- Obtaining technical specifications, compliance reports, or warranties from suppliers.
- Testing and reporting records for the past 10 years are available for review.

• Hazardous Substances

Code of Conduct Requirements

Chemicals，wastes and other materials posing a hazard to humans or the environment are to be identified, labeled and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

Responsibility Standards

1 Hazardous Chemicals and Hazardous Waste Collection and Storage

Hazardous chemicals and hazardous waste shall be collected and stored separately in accordance with applicable regulations and the requirements of the Standards, including but not limited to:

- Hazardous chemicals and hazardous waste should be collected and stored in appropriate containers according to their chemical and physical characteristics.
- Secondary containment should be provided to prevent leakage during collection from the production area and transfer to the waste storage area.
- Containers should be labeled with the specifications required by law. The label should include the following as a minimum: type of waste, a warning of the hazard, and the date of generation.
- The containers must be in good condition and capable of preventing leakage or spillage.
- Hazardous waste must not be stored on-site for longer than the period specified in applicable local regulations.
- Hazardous waste containers are inspected on a weekly basis to ensure that the containers are intact, leaks are prevented and missing, or incorrect label is detected and corrected in a timely manner.

2 Storage Areas

Storage area requirements should include, but are not limited to, compliance with the following:

- Building materials and electrical equipment should be compatible with the stored items.
- Signs required by the relevant regulations should be displayed both inside and outside the storage area, containing at least: any hazards that may be exposed, the personal protective equipment required for access to the area, any restrictions on smoking and other activities.

- Unauthorized access to the storage area is prohibited.
- Use of closed storage or other means of covering to prevent contamination of the environment.
- Equipped with secondary containment that can collect and store leaks or spills.
- Design and construct spill containment berms or cofferdams in areas where liquid hazardous chemicals, waste is stored to prevent spills or leaks that could result in pollution of soil, groundwater, surface water, or entry into the stormwater pipeline network.
- Firefighting equipment shall be readily available and easily accessible.
- Equipped with an alarm system that can alert employees and outside emergency responders in the event of an emergency.
- Areas where volatile, acidic, alkaline, or corrosive substances are stored shall be equipped with protective equipment consistent with the protection of the environment and safety.
- Handlers should be equipped with personal protective equipment.
- The storage area for personal protective equipment should be appropriately located to ensure quick access by personnel and to keep the equipment intact and functioning properly.
- Entrance and exit aisles should have adequate space for emergency response personnel and equipment to enter and exit.

3 Identification of the Waste

All sources of waste should be identified and each source categorized as hazardous or general waste in accordance with applicable regulations.

A waste list should be developed and maintained for all waste generated. The waste list should include the amount of waste generated per month, the type of waste, the treatment methods for all waste, whether recycling or other treatment methods are used, and the names of the waste removal and waste treatment vendors, and the list should be reviewed and updated annually.

4 Treatment Permit

Current production activities should be granted with the necessary environmental permits and other necessary approvals.

For any changes that may alter operations, a plan should be developed and sufficient time should be allowed to renew the relevant waste permits.

Waste permits and reporting requirements as stipulated in applicable regulations should be complied with. The following should be done:

- Register all waste in accordance with applicable regulatory requirements.
- Obtain a permit for waste disposal in accordance with applicable regulatory requirements.

- Apply to the competent authorities for a change permit if there are any changes that may cause a change in the content of the waste registration.

5 Directly Responsible Individual(s)

Directly Responsible Individual(s) should be appointed to manage hazardous waste, and the DRIs need be audited by internal and external organizations and present relevant documents for inspection. They also have to formulate reduction policy for the company.

6 Removal and Treatment

Waste removal, treatment, and reuse should be entrusted to a legally licensed waste removal, treatment, and reuse suppliers.

The waste removal supplier should be audited annually. The audit should include a review of compliance with environmentally relevant regulations and the supplier's license. If any environmental violation is found, the following should be made:

- Require the supplier to develop and implement preventive measures for improvement.
- Keep written records and cleanup declaration forms related to all hazardous chemical substances and hazardous waste in accordance with local and national regulations.

7 Removal and Treatment Supplier Evaluation

It is necessary to conduct annual audits of the contracted hazardous chemical and hazardous waste removal and treatment suppliers and corrective action plan process to assess compliance with the terms and conditions of the contracts.

The removal and treatment suppliers should be evaluated regularly or when significant changes occur.

8 Emergency Response

The company shall designate at least one appropriately trained emergency coordinator to be responsible for coordinating all emergency response and reporting activities at the facilities. Ensure that the emergency coordinator is on duty at all times during plant operations.

Emergency response drills related to potential hazards at the facilities should be conducted annually or at times required by applicable regulations.

A written emergency response plan should be established to minimize the risk to human health and the environment.

9 Training and Communication

Hazardous chemical substances, hazardous waste handling, storage, and emergency response training should be provided to relevant personnel at the site, and relevant records should be kept.

10 Documentation

Records related to the management of hazardous chemical substances and hazardous waste shall be kept in accordance with the following requirements:

- Records of employee training shall be retained for a minimum of 5 years, or such other retention period as may be required by applicable regulations, whichever is longer.
- Records of employee medical examinations shall be retained for a period of 30 years in addition to the employee's years of service or in compliance with applicable statutory requirements, whichever is longer.

- Relevant licenses and registrations required by applicable statutes or the Standards.
- Weekly inspection records shall be retained for 5 years.
- An up-to-date waste lists.
- Cleanup form records should be retained for 5 years.
- An up-to-date list of contractors who are directly reusing, removing, and treating the waste.
- All relevant incident records should be retained for 5 years.

• General Waste*

Code of Conduct Requirements

FIH shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste and general waste. *General waste (non-hazardous waste) means other waste that is not listed as hazardous waste.

Responsibility Standards

1 Removal and Treatment Supplier Evaluation

Waste removal, treatment, and reuse should be entrusted to a legally licensed waste removal, treatment, and reuse supplier.

The general waste removal suppliers should be audited annually, and a corrective action plan process should be implemented to assess compliance with the terms and conditions of the contract.

The removal and treatment supplier should be evaluated regularly or when significant changes occur.

The waste removal supplier should be audited annually. The audit should include a review of compliance with environmentally relevant regulations and the supplier's license. If any environmental violation is found, the following should be made:

- Require the supplier to develop and implement preventive measures for improvement.
- Written records and cleanup declaration forms related to all business waste disposal should be maintained in accordance with local and national regulations.

2 Identification of Waste

All sources of waste should be identified and each source categorized as hazardous or general waste in accordance with applicable regulations.

A waste list should be developed and maintained for all waste generated. The waste list should include the amount of waste generated per month, the type of waste, the treatment methods for all waste, whether recycling or other treatment methods are used, and the names of the waste removal and waste treatment suppliers, and the waste list should be reviewed and updated annually.

3 Management Operations and Maintenance

A systematic approach should be used to identify, label, reduce, and manage waste to ensure that it is treated, moved, stored, used, recycled, or reused and disposed of in a safe and appropriate manner.

4 Treatment Permit

- Current production activities should obtain the necessary environmental permits and other necessary approvals.
- For any changes that may alter operations, a plan should be developed and sufficient

time should be allowed to renew the relevant waste permits.

- Waste permits and reporting requirements as stipulated in applicable regulations should be complied with. The following should be done:
  - Register all waste in accordance with applicable regulatory requirements.
  - Obtain a permit for waste disposal in accordance with applicable regulatory requirements.
  - Apply to the competent authorities for a change permit if there are any changes that may cause a change in the content of the waste registration.

5 Directly Responsible Individual(s)

Directly Responsible Individual(s) should be appointed to manage general waste, and the DRIs need be audited by internal and external organizations and present relevant documents for inspection. They also have to formulate reduction policy for the company.

6 Removal and Treatment

Waste removal, treatment, and reuse should be entrusted to a legally licensed waste removal, treatment, and reuse company.

It is required to audit the entrusted suppliers annually. The audit should include a review of compliance with environmentally relevant regulations and the supplier's license.

If any environmental violation is found, the following should be made:

- Implement improvement preventive measures.
- All relevant written records and cleanup declaration forms should be kept in accordance with local and national regulations.

7 Emergency Response

- The company shall designate at least one appropriately trained emergency coordinator to be responsible for coordinating all emergency response and reporting activities at the facilities. Ensure that the emergency coordinator is on duty at all times during plant operations.
- Emergency response drills related to potential hazards at the facilities should be conducted annually or at times required by applicable regulations.
- A written emergency response plan should be established to minimize the risk to human health and the environment.

8 Training and Communication

Waste handling, storage, and emergency response training should be provided to relevant personnel at the site, and relevant records should be kept.

9 Documentation

Records related to general waste management shall be kept in accordance with the following requirements:

- Records of employee training shall be retained for a minimum of 5 years, or such other retention period as may be required by applicable regulations, whichever is longer.
- Records of employee medical examinations shall be retained for a period of 30 years in addition to the employee's years of service or in compliance with applicable statutory requirements, whichever is longer.
- Relevant licenses and registrations required by applicable statutes or the Standards.

- An up-to-date waste lists.
- Cleanup form records should be retained for 5 years.
- An up-to-date list of contractors who are directly reusing, removing, and treating the waste.
- All related incident records shall be retained for 5 years.

• Air Emissions

Code of Conduct Requirements

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting substances and combustion by-products generated from operations are to be characterized, routinely monitored, controlled and treated as required prior to discharge. Ozone-depleting substances are to be effectively managed in accordance with the Montreal Protocol and applicable regulations. FIH shall conduct routine monitoring of the performance of its air emission control systems.

Responsibility Standards

1 Administrative Permit

All necessary environmental permits should be in place for air pollution control related operations.

For any changes that may alter the environmental impacts of the operation, a plan should be developed, and sufficient time should be allowed to renew the relevant environmental permits.

2 Directly Responsible Individual(s)

Directly Responsible Individual(s) should be designated to be responsible for air pollution control related management matters, including maintenance and inspection of air pollution control systems, exhaust gas emission monitoring, and emergency response.

The Directly Responsible Individual(s) should cooperate with the company's internal and external audit operations, assist auditors in applying for access control privileges and other related matters, and provide documents related to environmental protection management, such as emission permits, environmental evaluation approvals, ledgers (monitoring records, operation records, etc.), equipment design documents, and acceptance information, etc., during the audit period.

3 Identification of Emission Sources

All sources of emissions, including sources such as activities, processes, auxiliary equipment, cafeterias, and dormitories that contribute to emissions should be identified and a list of emission sources should be developed and maintained.

The list should include the material composition of each gas and the total emissions. The list should be revised if there are any production or process changes that may affect emissions. The list should be reviewed annually, and records kept.

4 Emission Control

Sources of emissions should be declared or registered in accordance with the applicable regulations. Appropriate air pollution prevention equipment shall be installed and maintained for regulated emissions, and all related plans shall be approved by all applicable authorities.

5 Assessment and Monitoring of Air Pollutants

Plans should be developed to monitor the composition of emissions and to calculate the total emissions from all sources identified on the emission list. Emission analyses shall be performed in accordance with emission permits, state or local regulations, and no less frequently than required to ensure compliance with applicable regulatory requirements and the Standards.

Exhaust gas sampling shall be conducted under normal operation and in accordance with the air pollution prevention and control related permit requirements. Exhaust gas emissions shall be controlled within the statutory emission standards. Emission inspection reports shall be submitted in accordance with the requirements of all applicable authorities.

6 Air Pollution Control Operation and Maintenance

Pollution abatement techniques should be implemented before any pollutant is generated. Changes in emission control technologies or emission monitoring requirements should be planned and provided in sufficient time to implement and obtain approval for the changes.

An operating and preventive maintenance plan should be developed for all equipment that generates emissions, emission control devices, and emission monitoring equipment. The plan shall contain the following work items:

- Identify and document personnel duties and training requirements for operation, inspection, and maintenance of the emission control system.
- Develop preventive maintenance standard operating procedures in accordance with manufacturer's specifications, recommendations, and other standards.
- Identify and document critical parameters to monitor the effectiveness of the emission control system and determine the frequency of routine inspections in accordance with permit requirements, preventive maintenance requirements, and other factors to ensure the continued proper operation of the equipment, the inspection plan shall include all shifts under daily plant conditions.
- Document the shutdown of the emission control system. Prior to shutting down the emission control system for any reason (e.g., maintenance failure), process equipment that vents gases into the emission control system shall be suspended and placed in a condition that prevents leakage of emissions. Operation of the relevant process equipment can only be resumed after the emission control system is functioning properly.

Regular inspections of all emission control devices should be carried out to identify and repair any operational problems. A log should also be kept recording inspection and maintenance problems that have been identified and repaired.

7 Emergency Response

It is necessary to implement response preparations and countermeasures in case of any air pollution control system failure, maintenance, and report to the local authorities within the time limit prescribed by the statute and propose improvement measures.

Upon receipt of any community complaint, conduct emission monitoring as soon as possible to determine the status of emissions and implement improvement measures (if any).

Upon receipt of any notification of non-compliance from the competent authorities, communicate with the corresponding competent authorities in a timely manner and implement timely improvement measures or take action as directed by the competent authorities.

8 Training and Communication

Training should be provided for personnel involved in the maintenance and inspection of relevant emission control systems in accordance with local and national requirements. In addition to any other required training or instruction, the relevant personnel shall receive the following training:

- Identify and understand all emission source locations, exhaust chimneys, and applicable emission control technologies.
- Take appropriate response procedures in the event of an emission control system failure.
- Specific operating requirements and regulations relating to the maintenance of emission control facilities.

9 Documentation

Written records related to emission control for the past five years should be retained. Necessary information to be retained includes but is not limited to:

- The list of emission sources and ozone depleting substances is current and accurate.
- The results of emissions source testing and monitoring.
- Licenses, permits, and other registration documents.
- Records, permits, or approvals for expansion, alteration, or new purchase of waste gas treatment devices.
- Written records of communication with external parties (including but not limited to community groups and authorities) on information related to emissions.
- All inspection and repair records.
- Reports of unusual environmental events and response improvement measures taken.
- All records of improvement or preventive measures taken for any deficiencies, complaints, notices of violation, etc.
- Records of emergency plans and drills for environmental emergencies.

Training records should be kept for the operation, inspection, and maintenance personnel of the air pollution control system for the past five years, or the corresponding number of years as required by applicable regulations, whichever is longer.

If the workshop is not shut down and the emission control equipment is not out of service, the sewage discharge permit, environmental evaluation approval, design certificate of the control equipment, operation manual, and environmental protection acceptance data should be properly kept to ensure compliance with the audit requirements of governmental units.

• Boundary Noise Management

Code of Conduct Requirements

The company shall identify, control, monitor, and reduce noise generated by the facility that affects boundary noise levels.

Responsibility Standards

1 Boundary Noise Identification

The company shall select qualified personnel or an outside organization to monitor and

control noise to ensure compliance with all applicable regulations. A third-party consultant should monitor boundary noise using verified and calibrated sound level meters and develop a boundary noise report in accordance with applicable regulations.

A boundary noise report should be used to identify operations that cause boundary noise and to develop a list of such operations or equipment. The list should include the range of noise generated under normal operating conditions and the preventive and control works undertaken to reduce boundary noise level in accordance with applicable regulations.

The list should be updated if changes are made to production, equipment, or operation schedules that may affect the boundary noise level.

2 Boundary Noise Level Control

The company shall install and maintain appropriate boundary noise control devices to supervise boundary noise levels per applicable regulations. For installation and monitoring, boundary noise control methodology shall be designed by a qualified person to achieve boundary noise levels as per applicable regulations.

If there is a change in permission sound level, corresponding boundary noise monitoring should be carried out to ensure compliance with regulatory requirements.

3 Evaluation and Monitoring

The boundary noise level should be evaluated annually based on changes to permission sound level in the neighborhood of the facility, or upon receipt of any community noise complaints. The evaluation should include the following items:

- Concerns about changes to applicable regulatory standards; and applicable local standards for plant noise should be met.
- Periodic inspections of boundary noise source, including location, installation, operating rules, controls, and maintenance logs.

4 Operation and Maintenance

A plan for managing boundary noise shall be developed and maintained, which shall include source identification, assessment, monitoring, and control of boundary noise, and compliance with applicable laws and regulations.

It is necessary to implement corrective and preventive measures to address boundary noise permit violations in a timely manner or as required by local authorities, and these measures include, but are not limited to, the installation of boundary noise control equipment or changes to equipment operating schedules at the noise-generating plant.

5 Training and Communication

Appropriate training should be provided to employees involved in the maintenance and inspection of boundary noise control equipment.

6 Documentation

Current copies of the necessary boundary noise permits or licenses should be kept.

Copies of documents and records relating to boundary noise level, including boundary noise reports for at least five years, should be retained and kept for the duration of equipment operation.

Records of deviations from applicable regulations or permits/licenses should be kept, as well as corrective actions taken to address deficiencies and violations. Any documents relating to

preventive maintenance of boundary noise control equipment should be retained.

• Pollution Prevention and Resource Reduction

Code of Conduct Requirements

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

Responsibility Standards

1 Resources Management Plan

An adequate and effective plan should be developed and implemented, including:

- Criticality Assessment: Identify critical environmental considerations and develop a plan for monitoring and controlling the risk of these considerations.
- Set clear annual targets and indicators for the various sources of emissions, waste (including hazardous waste), and natural resources used that should be identified, and track annual progress.
  - Reduce resource consumption.
  - Reduce waste and pollution generation.
  - Reuse materials that may enter the waste treatment process.

2 Documentation

Written records of natural resource consumption data for the past five years should be maintained include, but not limited to:

- a material assessment (updated when equipment, processes, or substances used or changed).
- Data on emissions of various substances discharge, pollutant releases, waste, and natural resources.

• Water Management

Code of Conduct Requirements

FIH shall implement a water management program that documents, characterizes, and monitors water sources, use and discharge; seeks opportunities to conserve water; and controls channels of contamination. All wastewater is to be characterized, monitored, controlled, and treated as required prior to discharge or disposal. FIH shall conduct routine monitoring of the performance of its wastewater treatment and containment systems to ensure optimal performance and regulatory compliance. Meanwhile, the company shall prevent illegal discharges and spills from entering storm drains, the public water supply, or public bodies of water.

Responsibility Standards

A. Efficient Water Use

Enhance the water use efficiency of business units (BUs) and document various types of water use, water conservation measures, and corresponding water savings. Business units (BUs) are required to use alternative water sources to conserve fresh water, including recycled water, reclaimed water, rainwater, cooling water, etc., and record the reuse rate.

B. Water Pollution Control

1 Water Pollution Permit

Valid wastewater permits and registrations should be obtained, and the maintenance and management of such documents shall be conducted in accordance with applicable statutory requirements, including, but not limited to:

- Obtain and hold all wastewater discharge permits in accordance with applicable laws and regulations.
- Renew permits/registrations before changes occur.
- Report or register wastewater discharges in accordance with applicable laws and regulations.

2 Directly Responsible Individual(s)

One or more Directly Responsible Individual(s) should be designated to be responsible for wastewater management work, including BUs discharge line maintenance, wastewater classifying and quality control, wastewater treatment facility maintenance and inspection, wastewater discharge monitoring and emergency response.

3 Wastewater Source Management

BUs should identify and categorize all wastewater sources and establish and maintain a wastewater source list:

- The list should include the composition and volume of each wastewater source.
- The list should be revised after any changes are made that may affect wastewater.
- The list should be reviewed annually.
- The concentration of pollutants in wastewater discharged to the wastewater treatment plant shall comply with the wastewater treatment plant design standards.

4 Wastewater Discharge Control

Effective wastewater treatment facilities shall be installed and maintained to reduce the concentration of pollutants generated by each plant to comply with regulatory requirements.

The company should:

- Comply with all applicable laws, regulations, and requirements relating to wastewater discharges.
- Assess the impacts to the wastewater treatment system before changes occur.
- Ensure compliance with current wastewater discharge requirements.
- Not intentionally dilute wastewater.
- Comply with the requirements for recycling and reuse of wastewater as set out by the

relevant competent authorities.

- Treat or discharge wastewater in accordance with approved environmental permits and other applicable regulations.

5 Assess and Monitor the Discharge of Wastewater

Monitor the quality/quantity of wastewater discharges in accordance with regulatory requirements. The selected monitoring indicators should be representative of the pollutant of primary concern and should include indicators required by the permit or applicable regulations. Monitor wastewater discharges (including pollutant concentrations and volume of water produced) at the frequency required by local regulations, or at least once per month if not specifically required by regulations, to ensure that discharges are in compliance with applicable legal and regulatory requirements.

Monitor all wastewater discharges at the locations and in the manner specified in the permit or as required by applicable laws and regulations.

Submit wastewater monitoring reports to the competent authorities for declaration as required by regulations.

6 Operations and Maintenance

The company shall have an on-site operation and maintenance plan for the wastewater treatment facility should be developed in accordance with the following requirements:

- Clearly define and document personnel duties and training requirements for operation, inspection, and maintenance of the wastewater treatment facility.
- Develop standard operating procedures for maintenance and repair that incorporate production characteristics and industry experience.
- Establish key parameters for monitoring the effectiveness of the wastewater treatment facility and the frequency of daily inspections based on regulatory or licensing requirements, maintenance requirements, and other requirements. The inspection plan should cover all shifts under normal operating conditions.
- Define and document the operational procedures for shutting down the wastewater treatment facility. The discharge of wastewater to the wastewater treatment facility should be suspended and the discharge of untreated wastewater to the outside should be prevented until the wastewater treatment facility has been shut down for any planning reason (e.g., maintenance, overloading, or malfunction). Resumption of operation of the associated production equipment should only take place after the wastewater treatment facility is functioning properly.

7 Water Pollution Control Emergency Response

Emergency response should be well prepared and implemented in the event that the on-site wastewater treatment facility exceeds its capacity or malfunctions. Emergency response measures are listed below:

- If the wastewater treatment facility is overloaded:
  - Discharge of wastewater from the production area to the wastewater treatment

facility should be stopped.

- Internal storm drain inlets should be isolated to prevent pollution from wastewater.
- Excess wastewater should be directed to a backup collection facility/container.

- Handling of malfunctioning wastewater treatment facility:
  - Wastewater treatment facilities should immediately stop discharging wastewater outside the factory.
  - Discharge of wastewater from the production area to the wastewater treatment facility should be stopped.
  - Wastewater treatment facility equipment should be replaced or repaired in a timely manner so that the wastewater treatment facility can resume normal operation promptly.
  - The malfunction should be reported to the local authorities in accordance with applicable laws and regulations.
  - If polluted wastewater exceeding the permitted limits has been discharged, the local competent authorities should be notified, and relevant measures should be taken.
  - The company shall implement a system rehabilitation, repair or a monitoring plan immediately for a wastewater treatment facility malfunction, to achieve compliance with discharge standards.

8 Training and Communication

Provide training to wastewater treatment facility operators on the operation and maintenance of equipment and other treatment devices at the wastewater treatment facility.

The operators should have certificates related to the wastewater treatment facility as required by local or national regulations.

Notify the competent authorities in case of an abnormal environmental event, as required by regulations. The notification should include the probable cause of the abnormal environmental event and preventive measures for improvement.

9 Documentation

Wastewater discharge information and related records should be retained for a minimum of 5 years or as required by local regulations, whichever is longer. Documents that need to be retained include but are not limited to:

- Licenses, permits, and other statutory registration documents.
- Wastewater source list.
- Wastewater discharge monitoring results.
- Records and permits for expansion, alteration, or construction of new wastewater treatment facilities.
- Written records of wastewater-related information communication with external parties, including but not limited to community groups and local authorities.
- Records of routine inspections and maintenance.
- Reports of unusual environmental events and improvement response measures taken.

- All records of improvement or preventive measures taken for any deficiencies, complaints, and notices of violation.
- Records of training for all personnel on operating, inspecting, and maintaining the wastewater treatment facility.

C. Stormwater Management

1 Administrative Permit

It is necessary to comply with the regulatory requirements related to stormwater management in accordance with applicable statutes.

2 Directly Responsible Individual(s)

One or more Directly Responsible Individual(s) shall be designated to be responsible for the development, implementation, revision, monitoring, inspection, and emergency response of the stormwater management plan in accordance with the relevant requirements.

3 Source of Pollution Identification

- Potential sources of pollution that may affect the runoff of stormwater should be identified. Potential sources of pollution can be identified through the following measures:
  - Develop a list of industrial activity areas and their pollutant constituents that exposed to stormwater.
  - Develop lists and describe potential spills and leaks that may result in contamination of stormwater discharges and indicate outfalls that may be impacted.
- A plant stormwater flow map shall be prepared with the following information:
  - Outlines of stormwater drainage area, portion of the drainage area affected by run-on from surrounding areas, and direction of flow of each drainage area.
  - The location of surrounding bodies of water that may receive stormwater discharges and legal non-stormwater discharges, and the location of municipal stormwater lines.
  - The location of the stormwater collection and conveyance system, the location of associated discharge points, and the direction of water flow.
  - Outline of all impervious areas of the facility, including paved areas, buildings, roofed storage areas, and other roofed structures.
  - Locations where materials are exposed to precipitation.
  - Location where chemical (and waste liquid) loading and unloading.

4 Discharge Control

Industrial plants with wastewater discharges should select effective control methods to prevent stormwater pollution.

It should be verified that there are no pipes connecting industrial production areas to the stormwater discharge system.

The production workshop should not use water to directly wash the materials spilled on the floor inside and outside the workshop or collect them through the emergency pool to avoid the materials from polluting the stormwater pipeline network.
No water is allowed to be discharged from the stormwater outlet on non-rainy days.

5 Evaluation and Monitoring

Periodic monitoring of stormwater discharges shall be conducted in accordance with applicable regulations. The effectiveness of control measures to minimize or eliminate pollutants in runoff from stormwater should be evaluated through monitoring of stormwater discharges.

- Discharge Assessment: Each department should periodically inspect the stormwater ditches under their jurisdiction and if unusual colors, odors, bubbles, oily sheen, etc. are found in the ditches, further action should be taken, including tracing the cause and confirming whether or not the water is being discharged into the ditches.
- Sampling and Testing: If necessary, water samples from the stormwater ditches should be sampled and tested to identify the source of contamination.
- Where environmental protection authority come to take samples for inspection, samples must be taken for internal inspection at the same time.
- The management department should regularly repair and maintain the stormwater ditch.

6 Operations and Maintenance

The stormwater management plan should be revised in a timely manner and measures should be taken prior to any change in activities to avoid the following:

- A significant increase in pollutants in the discharge of rainwater.
- The addition of new production activities that may result in stormwater contamination.
- The commencement of activities that may create a new source of pollution.

7 Emergency Preparedness Plan

A contingency plan should be developed for the handling of abnormal solutions entering the stormwater pipeline network during an emergency situation.

- Immediately shut down the stormwater discharge support measures and open the emergency pool system to allow contaminated stormwater to flow into the emergency pool.
- Turn on the sump pumps to pump the contaminated stormwater from the system into the wastewater treatment system.

8 Training and Communication

Adequate training should be provided to all personnel whose work may affect the quality of stormwater in accordance with applicable regulations.

9 Documentation

The following files related to stormwater management should be retained:

- Stormwater control or treatment system diagrams.
- Records of employee training for the past 5 years or as required by applicable

regulations.

- Records of internal incident investigations and follow-up improvement measures/completion status for the past five years.

• Energy Consumption and Greenhouse Gas Emissions

Code of Conduct Requirements

FIH is to establish a corporate-wide energy consumption and greenhouse gas reduction goal. Energy consumption and all relevant greenhouse gas emissions are to be tracked, documented, and publicly reported against the greenhouse gas reduction goal. FIH is to look for cost-effective methods to improve energy efficiency and to minimize energy consumption and greenhouse gas emissions.

Responsibility Standards

1 Legal Compliance

Compliance with relevant laws and regulations relating to GHG emissions, such as any emission limitations and caps, trading plans, or emission reduction mandates, should be observed.

2 Directly Responsible Individual(s)

One or more Directly Responsible Individual(s) should be designated to be responsible for the management of energy consumption and GHG emissions, including the preparation of an annual GHG emissions inventory, the setting of reduction targets, the reporting of the GHG emissions inventory, the monitoring and reduction of emissions, and compliance with national and local emissions regulations.

3 Energy Consumption Management

Energy consumption conditions should be identified and tracked at least once a month.

It is necessary to comply with local government minimum energy consumption standards for appliances and equipment.

Energy consumption should be reviewed annually, reduction targets set, and progress toward reduction targets monitored.

It is required to develop and implement an effective methodology to improve the energy efficiency and minimize energy consumption, including an adequate and effective reduction plan:

- Annual target.
- Specific reduction actions.
- Reduction actions and target achievement progress monitoring by senior management.
- Adjustments are made for any deviation.

Each business unit's energy usage should be reported to the company's energy management department (if applicable) or to the customer (at the customer's request).

4 GHG* Emission Management

*GHGs include carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), perfluorocarbons (PFCs), hydrofluorocarbons (HFCs), sulfur hexafluoride (SF6), and nitrogen trifluoride (NF3).

A GHG emissions list should be compiled and maintained annually, and an inventory of GHG emissions should be conducted, including Scope 1, Scope 2, and Scope 3 emissions, their boundaries and their sources.

The company shall set an overall emission reduction target annually and the progress of achieving the

reduction target should be monitored.

The company shall develop and implement a plan to reduce energy consumption, and an adequate and effective emission reduction plan should be developed and implemented, including:

- Annual target.
- Specific reduction actions.
- Reduction actions and target achievement progress monitoring by senior management.
- Adjustments are made for any deviation.

A third-party inventory of GHG emissions within the boundary should be conducted.

Each business unit's GHG emissions should be reported to the company's GHG emission management department (if applicable) or to the customer (at the customer's request).

5 Public Report

All GHG emissions within the entire company’s boundary, including Scope 1, Scope 2, and Scope 3, shall be reported publicly. Emissions should be reported in terms of annual emissions, with publicly available boundaries and methodologies.

6 Training and Communication

Appropriate training should be provided to employees involved in the management of energy consumption and GHG emissions.

7 Documentation

All documents related to energy consumption and GHG emissions must be kept, including:

- Records of energy and GHG emissions lists are retained and available for review.
- Inspection records of energy and GHG emissions and their points of use are retained and available for review.

Community Engagement

- **Community Engagement**

Code of Conduct Requirements

As a corporate social citizen, the Company shall endeavor to help promote social and economic development and contribute to the sustainable development of the communities in which it operates.

Responsibility Standards

1 Policy & Procedures

Effective policies should be developed and implemented to help promote local social and economic development and protection.

2 Operations Management

The Company shall work closely with the local community and assist the local community to promote economic and social development according to local conditions.

3 Documentation

Records of all documents related to community engagement documents should be maintained.