# Foxconn Industrial Internet Co., Ltd.
# Responsibility Standards

The Responsibility Standards (hereinafter referred to as the "Standards") provides an explicit interpretation of the requirements of the Code of Conduct of Fii (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 the guidelines and standards of human rights, health and safety, ethics, and the environment of Fii, we follow the higher requirements. When there is a conflict between national laws and the guidelines and standards of Fii, we comply with national laws while striving to adhere to higher standards.

# I.Ethics

## (1) Business Integrity

### Code of Conduct Requirements

The highest standards of integrity are to be upheld in all business interactions. Fii 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.

1.1.1 Bribery is a criminal offense. Any team or individual of the Company shall comply with all applicable anti-bribery and anti-corruption regulations (including the laws of the country in which he/she works and/or outside the country). Bribes, including "facilitation fees"/"facilitation payments", should not be offered to government agencies and their affiliates.

1.1.2 An active bribe is any thing of value or benefit (including, but not limited to, money, gifts, commissions, offers of employment, favours, kickbacks, hospitality, etc.) given or offered to a state official for the purpose of obtaining or maintaining business, influencing the State official's business or non-business decisions, or obtaining a business advantage.

1.1.3 Facilitation/facilitation fees are small amounts of money given to a state official with the intention of obtaining a legal facilitation from the State official in a particular process. These acts are prohibited regardless of the amount.

**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**

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

① Employees do not provide or accept any improper offer, bribe, or other improper interest；

② Records are authentic and correct；

③ Protect the identity and personal information of the personnel involved；

④ Prohibit any form of retaliation；

⑤ Appropriate investigation of possible suspected breaches should be conducted；

⑥ Appropriate discipline should be imposed, and preventive action plans should be taken in response to substantiated violations；

1.3.2 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 hrough periodic refresher training.

**2.Documentation**

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

① Investigation reports on suspected breaches；

② Discipline and preventive action plans for substantiated breaches；

③ A record that confirms that the policy has been communicated to employees in an easily understandable form.

## (2) Disclosure of Information

**Code of Conduct Requirements**

All business dealings should be transparently performed and accurately reflected on Participant's business books and records. Information regarding participant 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**

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

① Information about the company's employees, health and safety, environmental practices, business activities, structure, financial condition, and performance should be disclosed inaccordance with relevant regulations and industry practices;

② Public information shall be authentic and shall not be false or misleading, and unintentional errors shall be excluded from the discussion of this issue;

1.1.2 Adequate and effective procedures should be established to verify the truth and correctness of information;

1.1.3 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.

**2.Documentation**

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

① Financial reports and annual reports of business operations are available for review;

② Internal Management Measures;

③ Records of audit or review of data;
④ All publicly communicated information (photo information, product details,Sustainable development report, employees, health and safety, environmental practices, business activities, company/facility promotions (brochures/flyers), commercials, press releases, websites, etc.);

### (3) No Improper Advantage

**Code of Conduct Requirements**

Do not promise, offer, grant, give, or accept bribes, as well as other forms of benefits provided to obtain illegal or unfair advantages. Promising, offering, granting, giving, or accepting any valuable item, including various forms such as cash, or cash equivalents (including but not limited to entertainment, gift cards, product discounts, and unrelated activities) to secure or retain business, direct business to any individual, or otherwise gain unfair advantages, are all prohibited. Monitoring, record-keeping, and enforcement procedures should be implemented to ensure compliance with anti-corruption laws.

**Responsibility Standards**

**1.Policy & Procedures**

**1.1 Written Policy & Procedures**

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

① Compliance with anti-corruption laws and regulations;
② Gifts to and from customers and suppliers are not excessive in amount or frequency;
③ 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;

**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**

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

① Employees or their acting persons do not offer or accept improper interest, bribes, or illegal/improper advantages;

**2.2** Members of the Company shall comply with the laws and regulations, business practices and etiquette of the region in which they are located when dealing with third parties related to their business, and shall strictly observe the provisions of this Code, including:

① Not to receive, promise, give or solicit any undue advantage (including, but not limited to, anything of value in any form), either actively or passively, directly or indirectly, in one's own name or in the name of another.

② A member of the Company who receives a gift or benefit (indirectly or passively) shall promptly report it to his or her immediate supervisor. If the immediate supervisor determines that the acceptance is inappropriate or not in line with business practice, it should be returned.

**2.3** In cases where there is no impact on the execution of the Company's business or no conflict of interest, and if any of the following conditions are met, it is considered normal social etiquette and is not subject to restriction:

① Those who act in accordance with local courtesy, practice or custom when visiting, receiving foreign guests, promoting business, or coordinating with others, both at home and abroad, based on business needs.

② Attendance at, or invitations to, normal social events based on normal social etiquette, business purposes, or the promotion of relationships.

③ If you are invited to participate in specific business activities, factory tours, etc., for business purposes, and have notified your immediate supervisor in advance of the cost of the activity, the number of participants, the level of accommodation, and the duration of the activity, etc., you will be asked to provide the information.

**3. Training and Communication**

**3.1 Directly Responsible Individual(s)**

Training should be provided to directly responsible individual(s) for No Improper Advantage.

**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.

**3.Documentation**

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

① Records of various training;

② Records of conflict interest declaration;

**(4) Avoidance of Conflicts of Interest**

**Code of Conduct Requirements**

Avoid conflict of interest that could adversely influence their judgment, objectivity, or loyalty to the company in conducting business activities and assignments. Employee must avoidsituations where their personal interests could inappropriately influence, or appear to influence, their business judgment. Try to avoid actual, potential or perceived conflicts of interest and implement procedures to ensure that conflicts of interest are managed appropriately.

**Responsibility Standards**

**1.Policy & Procedures**

**1.1 Written Policy & Procedures**

1.1.1 Adequate and effective policies and procedures should be developed and implemented to ensure:

① A clear definition of what behavior constitutes a conflict of interest, including actual, potential or perceivable conflict situations;

② All employees' personal activities or investments are not in conflict with the Company's interests;

1.1.2 Clear and reasonable reporting procedures and personal protection mechanisms shall be established to encourage employees to declare conflicts of interest.

**2. Operations Management**

**2.1** Members of the Company shall always be vigilant in avoiding conflicts of interest related to their positions and shall not engage in any business, investment or activity that may conflict with the interests of the Company, including but not limited to:

① Improper use of the Company's property or the finances of others in the custody of the Company;
② Abuse of authority for personal gain;
③ Transferring company resources or benefits to oneself or others;
④ Utilizing one's position to promote, sell, or mediate the introduction of any goods or services not provided by Hon Hai Group/Industrial Fortune;

**2.2** Members of the Company shall nominate talents in the interest of the Company and shall not be influenced by personal relationships. They shall avoid being affiliated with the same organization as their spouse, parents, children, relatives or friends within the second degree of kinship, or other closely related persons, or having a relationship of direct superiority or inferiority. Fairness and transparency shall be maintained in the appointment of talent, which shall be based on qualifications, performance, skills and experience.

The relationships of family and friends within the second degree of kinship, etc. are as follows:

① First degree of kinship, etc.: parents, children, spouse, in-laws, parents-in-law, daughter-in-law, son-in-law.
② Second degree of kinship: grandparents, grandparents, brothers and sisters, grandchildren, grandchildren, brothers-in-law, sisters-in-law, brothers-in-law, sisters-in-law.

**3. Training and Communication**

**3.1 Regular Training**

Conduct regular conflict of interest prevention training for all employees to ensure that they are aware of the relevant policies and procedures, providing specific examples of possible conflict of interest situations, such as transactions involving family members, personal investments, side hustles, etc.

**3.2 New Employee Training**

Ensure that new employees receive training on avoiding conflicts of interest when they join the organization.

**4.Documentation**

A record of all documentation relevant to the prevention of conflicts of interest should be maintained, including and not limited to:

① Records of all training;
② Conflict of interest declaration records.

## (5) Anti-money Laundering (AML)

**Code of Conduct Requirements**

No tolerance of the implication of either Fii or its employees in any cases of money laundering deriving from unlawful or criminal activities. Money laundering is the process by which individuals or entities try to conceal illicit funds, such as the proceeds of crime, or otherwise make such funds look legitimate. Fii will do the best to conduct business only with customers and business partners who have legitimate business and are using legitimate funds. Fii shall also comply with all applicable laws and regulation regarding money laundering.

**Responsibility Standards**

**1. Policy & Procedures**

**1.1** Written policies and procedures shall be established to clarify the definition of money laundering and to ensure that the business of each unit complies with the requirements of anti-money laundering laws and regulations.

**1.2** Establishment of money laundering risk assessment procedures: regularly assess the money laundering risk of customers, business partners and transactions, and take appropriate control measures according to the assessment results.

**1.3** Establishment of customer due diligence procedures: before establishing business relationships with new customers, customer due diligence shall be conducted to confirm the identity, background and source of funds of the customers, and continuously monitor the behavior of the customers in the course of transactions.

**2. Operation Management**

**2.1** A plan should be developed, and business activities should be monitored regularly, including but not limited to:

① Large cash payments;

② Arrangements for payments by persons not involved in the transaction;

③ Payments from unusual sources;

④ Payments in currencies different from those specified in the contract;

**2.2** Establish an internal reporting mechanism to ensure that any employee is able to report any suspicious transactions or activities

identified at any time to a specialized supervisory authority and to ensure the confidentiality and security of the reporting channel.

**3. Training and Communication**

**3.1 Specialized staff**

Training should be provided to the Dedicated Person responsible for AML examination.

**3.2 Employees and Supervisors**

AML training and education should be effectively communicated to all employees and supervisors during induction training. It should be ensured that all employees and supervisors understand the characteristics of money laundering, methods of identifying suspicious transactions and reporting procedures, and that their knowledge is consolidated through retraining on a regular basis.

**4. Documentation**

All documents related to anti-money laundering should be kept, including and not limited to:

① Training records;

② Records of complaints about anti-money laundering.

**(6) 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:

① Precautionary measures should be in place to prevent collusion with other companies on product pricing or other factors that may reduce competition;

② Procedures relating to fair trading, advertising, and competition should be implemented.

③ Fairness in business, including advertising and competition;

④A formal plan should be developed to ensure that publicly released statements are neither false nor misleading.

⑤ Allegations of fair dealing, advertising, or competition should be investigated, and if the allegations are found to be true, action should be taken.

**2. Operations Management**

**2.1** Members of the Company shall comply with the competition laws, fair trade laws, and anti-trust laws of the countries and regions in which they operate, and shall not offer, induce, agree, or engage in any joint conduct such as joint price fixing, monopolizing the market, agreeing on a resale price, or preventing others from competing, or use coercion, inducement, or other improper methods to restrict or impede fair competition. All of the above are prohibited.

**2.2** Be careful what you say and do when interacting with competing companies that are involved in the following businesses or organizations: trade shows, seminars, industry associations or unions, standard-setting groups, to avoid the impression that the company has an agreement with a competitor, and especially never discuss prices, terms of sale, territories, customers, competitive bidding, product lines, services provided, volumes, costs, profits, market share, salaries, etc. with a competitor, Sensitive information such as hiring processes. If any of these topics are addressed in any meeting you attend, object immediately if possible and leave the meeting with a record of your objection.

**2.3** If a member of the Company discovers that he or she, a colleague, or a competing company has violated any of the provisions of the competition laws, fair trade laws, or antitrust laws of any country, he or she shall immediately report the matter to the top management of the organization so that the relevant countermeasures can be taken.

**3. Training and Communication**

**3.1 Directly Responsible Individual(s)**

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

**4.Documentation**

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

**(7) 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. Fii 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:

① Ensuring the protection of whistleblowers or users of grievance mechanisms (internal and external);

② Implementing control procedures relating to identity protection and non- retaliation;

③ 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.

**(8) 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**

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

1.1.2 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**

**2.1** Intellectual property rights such as inventions, creations, technological achievements, trade secrets, etc. generated by all employees of the company in their duties or by using the company's resources belong to the company. The company shall apply for intellectual property rights in accordance with the relevant procedures and shall be responsible for the security and confidentiality of the intellectual property rights,including:

① Intellectual property non-disclosure agreements should be signed with employees and management (either separately or as part of employment contracts).

② Intellectual property non-disclosure agreements should be signed with customers and suppliers to protect the intellectual property rights of all parties.

③ Any unauthorized disclosure of information and/or loss of intellectual property should be investigated.

**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.

## (9) Privacy

**Code of Conduct Requirements**

Fii is to commit to protecting the reasonable privacy expectations of personal information of everyone we do business with, including suppliers, customers, consumers and employees. Fii should be 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：

①Precautionary measures should be put in place to prevent unauthorized use and disclosure of personal information；

②Monitoring 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

2.2.1 Information must not be provided to unauthorized persons.

**2.2.2** Collecting, storing, processing, transmitting or sharing information only with authorized approval (or as permitted by local law).

**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 polices.

**4.Documentation**

Records of all privacy-related documents should be maintained.

# II.Labor and Human Right

## (1) 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 shall not be used. 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, if applicable, worker's dormitories or living quarters. As part of the hiring process, workers must be provided with a written employment agreement in their native 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 and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to their identity or immigration documents, such as government-issued identification, passports or work permits, unless such holdings are required by law. In this case, at no time shall workers be denied access to their documents. Workers shall not be required to pay employers' or 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. Fii 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**

1.1.1 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;

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

1.1.3 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**

1.3.1 The requirements on freely chosen employment set forth in applicable laws and regulations, the Code, and the Standards should be identified and complied with;

1.3.2 Risks associated with freely chosen employment should be identified, evaluated, and minimized.

**2. Operations Management**

**2.1 Identification Documents**

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

2.1.2 Original identification documents submitted by employees shall not be required to be withheld or restricted from access to for any reason;

2.1.3 Copies of employee identification documents may be obtained and retained;

2.1.4 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;

2.1.5 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 Fee**

2.2.1 Disclose to employees all allowable fees and deductions, such as housing, tax or social security deductions;

2.2.2 Employees shall not be charged for any expenses they may incur to enable them to effectively perform their job duties. Including but not limited to: necessary personal protective equipment, work clothes, etc.

**2.3 Recruitment Fee**

2.3.1 No employees shall be required to pay employer or intermediary fees for employment and/or continued employment. This includes recruitment, application, hiring, skills testing, placement, processing, contract renewal, and/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.

**2.4 Deposits**

2.4.1 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；

2.4.2 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.

**2.5 Loans**

2.5.1 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；

**2.6 Freedom of Movement**

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

2.6.2 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.

2.6.3 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.

**2.7 Compulsory Overtime**

2.7.1 All overtime work should be voluntary.

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

2.7.3 Overtime should not be made compulsory so that employees are unable to leave the workplace.

2.7.4 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.

**2.8 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.

**2.9 Bank Accounts**

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

**2.10 Labor Dispatch Company**

2.10.1 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 d ue diligence process should include, but is not limited to, the following：

① 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.

② 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.

2.10.2 Due diligence should be initiated, including but not limited to onboarding interviews of employees recruited or hired through labor dispatch companies, to ensure that：

（1） The labor dispatch company did not recruit or employ student workers;

（2） Accurate details are provided to employees regarding:

① the nature of the work;

② the work location;

③ the living conditions;

④ the duration of the employment contract (if applicable);

⑤ the working hours;

⑥ the basic wage for normal working hours;

⑦ the overtime and holiday pay rates;

⑧ the applicable deductions and benefits.

2.10.3 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):

① The specific remuneration structure of all wages, benefits, or bonuses payable or provided to employees;

② Payment terms to the labor dispatch company;

③ 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.

2.10.4 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.

2.10.5 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.

2.10.6 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.

2.10.7 If any labor dispatch company is unwilling to rectify its violations, the cooperative relationship should be terminated.

**2.11 Foreign Worker Protection**

2.11.1 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.

2.11.2 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.

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

①Terms and conditions for the possession and safekeeping of identification documents during the period of the employment contract;

②The total amount of standard wages under normal working hours that the foreign worker is expected to receive each month.

2.11.4 The foreign worker s hall not be penalized for voluntarily terminating the employment contract with reasonable notice as required by local laws.

2.11.5 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.

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

2.11.7 Every effort s hall 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.

2.11.8 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**

① Appointment or Commitment Fee；

② 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)；

③ Recruitment service fees in the country of origin (e.g. application or referral fees)；

④ Recruitment service fees in the country of employment (one-off and recurring fees)；

⑤ Deposits；

⑥ Transfer fee due to transfer request after the commencement of the employment relationship；

**Transportation and Accommodation Fees**

① Air or land transportation and airport/border taxes between the country of origin and the country of employment;

② Returning air or land transportation and airport/border taxes between the country of origin and the country of employment；

③ Documents, medical, training, and other government fees and charge;

④ Labor dispatch company service charges;

⑤ Passport and visa fees；

⑥ Fees related to quarantine premises/facilities upon arrival in the country of employment and upon repatriation；

⑦ Fees for physical examinations, tests, vaccinations, and immunizations/screening in the country of origin and the country of employment；

⑧ Fees for temporary work or residence permits and renewals.

⑨ Fees for documents in the country of origin (e.g. notary fees, translation services, and attorney's fees)；

⑩ Insurance；

⑪ Fees required by the government；

⑫ Background and credit investigation；

⑬ Photographs (including new passports or visas and renewals);

⑭ Training fees;

⑮ Labor dispatch company or assigned training;

**Exemptions**

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

① 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.

2.11.9 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.

**2.11.10 Identification document retention requirements.**

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.

**2.11.11 Pregnancy protection**

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.

**2.11.12 Diplomatic rights**

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

2.11.13 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:

① Upon expiration of the employment contract;

② Upon termination of the contract due to misconduct, illness, or inability of the worker to perform the work;

③ When a foreign worker is subjected to harassment, abuse, or other violations of his/her rights.

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

① 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.

② Early termination of the employment contract without reasonable notice.

**2.12 Signing the Contract**

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

2.12.2 It should be ensured that the employment contract is written in the employee's mother tongue or a language he/she understands.

2.12.3 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.

2.12.4 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：

① All the terms of employment required by applicable laws and regulations；

② Employee's name and date of birth；

③ Employee's passport number, ID number, or equivalent identification information；

④ Nature of work and place of work；

⑤ Duration of the contract, if applicable；

⑥ Expected arrangements for normal working hours, overtime, rest days, and holidays；

⑦ Basic wage for normal working hours；

⑧ A clear definition of normal working hours, overtime, and holiday pay rates, including the maximum overtime permitted；

⑨ Benefits.

**2.13 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.

**2.14 Termination of Contract**

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

**2.15 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**

In accordance with the legal requirements of each country, all documentation related to free choice of employment should be retained, including but not limited to: records of all deductions and records of all employees who leave the organization.

**(2) 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. Fii shall implement an appropriate mechanism to verify the age of workers. If child labor is identified, assistance or remediation is provided. Workers under the age

of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including but not limited to night shifts1 and overtime. Fii shall ensure proper management of student workers, interns and apprentices through proper maintenance of student records, rigorous due diligence of educational partners, and protection of student workers and interns' rights in accordance with applicable law and regulations. Fii shall provide appropriate support and training to all student workers and interns. 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.

**Responsibility Standards**

**1. Policy & Procedures**

**1.1 Written Policy & Procedures**

1.1.1 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.

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

1.1.3 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**

1.4.1 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：

① Verification of minimum age documentation (i.e., officially recognized photo ID) as required by applicable local regulations.

② 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；

1.4.2 Valid age verification measures include at least the following：

① Comparison of the photo ID with the employee's face；

② Verification through available third-party resources, such as internet resources or local government offices；

③ Regularly reviewing the workplace to check for potential child labor.

**1.5 Tracking Mechanism for Young Workers**

1.5.1 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：

① Identifying job positions (including new job positions) in which minor workers are allowed or prohibited and including such restrictions in the position description；

② Tracking mechanisms to ensure that young workers are not assigned to prohibited positions;

③ Tracking mechanisms for working hours；

④ 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：

① Pre-screening due diligence.；

② School licenses and permits.；

③ Tracking mechanisms for working hours.

**2. Operations Management**

**2.1 Age Requirements**

2.1.1 "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);

2.1.2 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**

2.3.1 To protect their health and safety, young workers should be prevented from engaging in hazardous work.

2.3.2 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：

2.3.2.1 Exposure to hazardous environments, substances, agents, or work processes that are potentially hazardous to their health, including, but not limited to:

① Environments/ conditions that may cause heat or cold stress or injury;

② Noise environments that require hearing protection；

③ Explosives or materials Containing Explosive components；

④ 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.

2.3.2.2 Operating in locations where inherent hazards exist, including：

① Underground；

② Underwater；

③ Places with a height exceeding 2 meters;

④ Dangerous confined Spaces;

2.3.2.3 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);

2.3.2.4 Operating the following equipment：

① Electric lifting equipment;
② Operating any mobile electric equipment without a lawful operating permit.
③ Stamping, cutting, and laser equipment, or any equipment with clamps.

2.3.2.5 Other hazards determined by the Environment/Health and Safety Department or a qualifiedprofessional to be unsafe for young workers

2.3.2.6 Restrictions imposed by applicable laws and regulations, including, but not limited to, environmental and transportation related restrictions.

**2.4 Management of Interns**

2.4.1 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.

2.4.2 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.

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

2.4.4 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.

2.4.5 Intern due diligence should be conducted to verify that employees are actively participating in effective learning programs offered by the educational institution.

2.4.6 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.

2.4.7 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.

2.4.8 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.

2.4.9 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.

2.4.10 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.

2.4.11 All wages will be paid directly to the intern or transferred to an account under the intern's control.

2.4.12 There shall be no delay in the payment of wages to interns and no deduction for education and job placement costs.

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

2.4.14 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:

① The physical safety of the employee is ensured;

② The employee is not subject to threats or retaliation;

③ 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：

① Employee personal data and employment related information, copies of valid age documentation, age verification measures, and information regarding interns；

② Records of completed trainings；

**(3) Protection of Maternity Rights and Health of Female Workers**

**Code of Conduct Requirements**

Fii had 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, and the risk assessment must be formulated, including prenatal risk assessment and employee-specific job risk assessments after employees are notified of pregnancy. Remove or reduce the health and safety risks (including those associated with their work assignments) to pregnant women and nursing mothers in any workplace, and provide reasonable accommodations for nursing mothers.

**Responsibility Standards**

**1.Policy & Procedures**

**1.1 Written Policy & Procedures**

1.1.1 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.

1.1.2 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**

2.1.1 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.

2.1.2 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.

2.1.3 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**

2.2.1 Pregnancy tests shall not be a condition of employment or retention;

2.2.2 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:

① The cost of the physical examination will be paid by the Company；

② The employee should be provided with a clear explanation of the purpose of the physical examination and the specific items to be examined;

③ The employee provides a written confirmation of consent to the physical examination;

④ 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**

2.3.1 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.

2.3.2 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.

2.3.3 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.

**2.4 Protection measures for pregnant women and nursing mothers.**

2.4.1 Reasonable measures are taken to ensure the health and safety of pregnant women/nursing mothers, including minimize the occupational health and safety impact and removal of responsibilities that may be harmful to them or their child.

2.4.2 Adequate and effective processes and management controls should be in place to minimize the risk points identified in prenatal, intrapartum and postpartum risk assessments.

2.4.3 Reasonable time should be provided for breastfeeding female employees to express milk, and appropriate places (e.g. breastfeeding rooms or private spaces that can be avoided from sudden intrusion by others, with the exception of bathroom) should be provided for breastfeeding female employees to express breast milk.

**3. Training and Communication**

**3.1 Directly Responsible Individual(s)**

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**

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

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

**4. Documentation**

4.1 All pregnancy records should be kept confidential in accordance with applicable laws and regulations.

4.2 Documentation related to maternity protection and health protection of female employees shall be kept.

**(4) Diversity, Equal Opportunity and Anti-discrimination/harassment**

**Code of Conduct Requirements**

Fii forbids discrimination, harassment and retaliation and strives to provide equal opportunity and fair treatment to all employees, in order to ensure a safe, healthy and professional workplace with room for diversity.The company shall not engage in discrimination or harassment based on race, color, country, 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, marital status or other status protected by applicable law. Fii is committed to this principle in hiring and employment practices (such as wages, promotions, rewards, and access to training) of any employee. Workers shall be provided with reasonable accommodation for religious practices and disability. In addition, workers or potential workers should not be subjected to medical tests, including pregnancy or virginity test, or physical exams that could be used in a discriminatory way.

**Responsibility Standards**

**1. Policy & Procedures**

**1.1 Written Policy & Procedures**

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

① No employee s hall be discriminated against on the basis of race, color, age, gender, sexual orientation, national origin, disability, religion, political affiliation, association membershipunion 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；

② 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；

③ No punishment or retaliation against an employee for reporting an act of discrimination or harassment；

1.1.2 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**

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

1.3.2 Discriminatory behavior shall be identified, evaluated, and minimized.

**2. Operations Management**

**2.1 No Discrimination**

2.1.1 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.

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

2.1.3 Employees with disabilities shall be provided with all facilities reasonably requested.

2.1.4 It shall be ensured that there is no discrimination in compensation based on the above characteristics.

2.1.5 Recruitment and empoyment policies and practices (including, but not limited to, hiring advertisements, job descriptions, job application forms, and job performance/evaluation policies and practice) must be free from any form of discriminatory bias.

**2.2 No Discrimination Against Diseases**

2.2.1 Employment decisions shall not be made on the basis of an employee's health condition in a way that negatively affects the individual's employment status, except when dictated by the inherent requirements of the job or prudent considerations of safety in the workplace.

2.2.2 If a medical examination is not necessary for a position, an employee shall not be discriminated against and made ineligible for the position because of the employee's refusal to submit to a medical examination.

2.2.3 Efforts should be made to accommodate employees with chronic illnesses or significant injuries and illnesses to the extent reasonably possible, which may include rescheduling of work hours, provision of specialized equipment and rest breaks, access to medical care, flexible sick leave, part-time work, and return-to-work arrangements.

**2.3 Physical Examinations**

2.3.1 Medical examinations, including but not limited to Hepatitis B Virus (Type B) and HIV tests, shall not be required as a condition of employment or retention.

A medical examination may be conducted only if each of the following conditions is met:

①A medical examination is required by a qualified health professional (in writing) as a necessary safety measure for work in a specific environment, as required by locally applicable laws and regulations, and

the corresponding employee is specifically designated to work in that environment;

② The cost of the medical examination will be paid by the company;

③ Provide employees with a clear explanation of the purpose of the medical examination and the specific items to be examined;

④ The employee provides written confirmation of consent to undergo a medical examination;

⑤ The original report of the results of the physical examination shall be made available to the employee and he/she shall be permitted to retain the report. Copies of the report shall not be retained unless required by law.

**2.4 Employee Protection**

2.4.1 Jobs requiring medical examinations because of applicable legal requirements or for workplace safety reasons shall be clearly listed in writing, and employees who refuse to undergo the required medical examinations or pregnancy tests will not be assigned to such jobs.

2.4.2 shall provide written evidence that any medical and other examinations it requires of its employees are required by law or are the result of a reasonable decision by a qualified health professional in the interest of workplace safety prudence.

2.4.3 Positions that are hazardous to sick employees should be clearly listed. This information should be communicated at least to the person responsible for recruitment, assignment of work tasks and should be communicated to the employee before he/she takes up his/her position.

2.4.4 Reasonable measures shall be taken to ensure the health and safety of sick employees, including the elimination of workplace health and safety hazards to such employees and the placement of such employees in positions that do not pose a hazard 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 a ll e m ployees a nd su pervisors. 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.

**3. 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.

### (5) Humane Treatment

**Code of Conduct Requirements**

There were not treatment to be harsh and inhumane including violence, gender-violence, any sexual 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 policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

**Responsibility Standards**

**1. Policy & Procedures**

**1.1 Written Policy & Procedures**

1.1.1 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：

①A clear definition of what constitutes harassment.；

②A statement of the prohibition against harassment and abuse consistent with the Standards and applicable laws and regulations；

③A description of internal complaint/appeal methods for harassment and abuse related behavior；

④ Disciplinary rules and penalties for harassers/abusers and false accusers；

⑤A statement that there should be no retaliation against those who report harassment in good faith；

⑥ 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**

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

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

**2. Operations Management**

**2.1 Workplace Discipline and Punishment**

2.1.1 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.

2.1.2 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.

2.1.3 Fines shall not be used as a practice to maintain labor discipline, even if an employee is underperforming or violating company rules or policies.

2.1.4 Access to food, water, medical services, health clinics, other basic necessities, and toileting shall not be used as a means of rewarding or maintaining employee discipline.

2.1.5 Employees shall be required, but not compelled, to sign all written records of disciplinary actions they have received.

**2.2 Security Measures**

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

2.2.2 Searches of bags and other personal items are acceptable for all employees for anti-theft purposes, regardless of position and other factors.

Body searches and pat-downs must follow proper procedures and comply with applicable laws and regulations.

2.2.3 Any body searches must be conducted in an open or civilized and acceptable manner, and the security officer conducting the search and the person being searched must be of the same gender.

2.2.4 No unreasonable restrictions shall be placed on access to facilities within the workplace or to and from the Company.

**3. Training and Communication**

**3.1 Directly Responsible Individual(s)**

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

① All employees who receive or handle complaints related to harassment and abuse must be formally trained in resolving such complaints；

② Security personnel should be trained in the prevention of harassment and abuse specific to their positions and duties.

**3.2 Employees and Supervisors**

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

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

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

**4. Documentation**

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

① Records of all discipline implemented must be maintained in employees' personnel files；

② Records of completed training.

**(6) Wages and Benefits**

**Code of Conduct Requirements**

Compliance with all applicable wage laws, paying employees compensation not less than the local minimum wage, and providing benefits as required by law and/or contract. The principle of equal pay for

equal work and qualification among employees should be followed. Overtime compensation should be paid to employees at a rate higher than the normal hourly rate. 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**

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

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

1.1.3 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**

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

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

**2. Operations Management**

**2.1 Minimum Wage**

2.1.1 An employee's remuneration for labor during normal working hours shall not be less than the minimum wage as stipulated in applicable laws and regulations.

2.1.2 An employee's base salary should always be set equal to or higher than the minimum wage for the corresponding employee type.

2.1.3 The wage structure must not require employees to work outside of their normal statutory working hours (whether on an hourly, daily, weekly or monthly basis) to earn their basic wage.

**2.2 Overtime pay**

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

**2.3 Benefits**

2.3.1 Statutory benefits shall be provided to all categories of employees in accordance with applicable laws and regulations.

2.3.2 Employees shall be provided with paid and unpaid vacation and statutory holidays in accordance with applicable law.

**2.4 Calculation of Overtime Working Hours**

2.4.1 For the purpose of calculating wages and benefits, time worked in overtime situations shall be calculated on the basis of the exact number of hours or minutes worked.

2.4.2 If it is not possible to calculate the exact number of minutes, overtime work shall be counted in 15-minute increments as a minimum.

**2.5 Working Hours Calculation for Tardiness**

2.5.1 For the purpose of calculating wages and benefits, time worked in tardy situations shall be calculated on the basis of the exact number of hours or minutes worked.

2.5.2 Late arrivals of up to 15 minutes on a normal workday are paid normally, while actual late arrivals of 15 minutes or more are not paid (minutes are used as the unit of payroll calculation).

**2.6 Deductions**

2.6.1 No deductions may be made from an employee's salary, except in cases where laws and regulations apply (e.g., taxes, social insurance) or in cases where services are provided to the employee.

2.6.2 An employee has the right to opt out of receiving services if the provision of such services to the employee is subject to payroll deduction.

2.6.3 Wage deductions, fines or reductions in statutory benefits shall not be used as a means of disciplinary action.

**2.7 Fees**

2.7.1 The Company shall not charge an employee for any expenses it incurs to enable the employee to effectively perform his or her job duties, including, but not limited to:

① Personal Protective Equipment (PPE) that must be provided;

② Coveralls (except for unreturned coveralls).

2.7.2 A percentage fee may be charged for unreturned items, but the fee breakdown must be clearly communicated to the employee at the time of payment.

2.7.3 Monetary compensation shall be reimbursed for all instances of non-payment of compensation due to the employee.

These include, but are not limited to:

① Failure to pay wages in full;

② Separation Pay: All employees must be paid the wages due, regardless of how the employment relationship was terminated.

2.7.4 The resignation process should be effectively communicated to all employees in real time at the beginning of the employment relationship and when there are significant changes to the process.

2.7.5 It shall be ensured that the resignation process is easily accessible to all employees, including employees who terminate their contractual relationship without providing reasonable notice. Employees who terminate their contractual relationship without providing reasonable notice shall not be required to pay any form of compensation, unless required by applicable law or regulation.

2.7.6 A record of the last paycheck received and an explanation of any deductions shall be provided to each employee.

① Deductions or employee-paid expenses not provided for by law: deposits, fees, charges for factory uniforms, medical testing, disciplinary fines, tools, background check costs, etc;

② Failure to honor statutory benefits such as overtime pay, annual leave and paid statutory holiday pay;

③ Meetings and trainings that are mandatory to attend are subject to payroll.

**2.8 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.

**2.9 Wages for interns/apprentices**

2.9.1 **Interns:** should be paid at least the minimum wage;

2.9.2 **Apprentices:** Minimum minimum wage is paid, unless the law specifically provides for such employees. When the apprentice meets the new skill requirements, he or she is upgraded to the agreed salary level. Upon completion of the apprenticeship, employees who perform well are recorded as having received promotions and salary adjustments.

**2.10 Vacation pay**

All employees on maternity and sick leave should be paid the corresponding salary in accordance with the regulations and without financial penalties.

**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**

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

① Regular working and overtime hours；

② The rates of wages for regular working hours, overtime hours, and holiday hours；

③ An account and definition of each deduction.

④ An account and definition of each benefit payment.

**4. Documentation**

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

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

## (7) Working Hours

**Code of Conduct Requirements**

Fii recognizes that unreasonable overtime for workers will result in reduced productivity, increased turnover, and increased injury and illness

rates. The working hours must not exceed the maximum duration allowed by local laws. Except in emergency under some unusual situations, a workweek shall be restricted to 60 hours including overtime. All overtime must be voluntary. Workers shall be allowed at least one day off for every six days worked. Based on that minimum requirement, Fii 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 business group management. Fii 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 shall be rendered consistently with applicable laws and regulations. Furthermore, the normal working hours and overtime hours of employees shall be recorded in a reliable and detailed way.

**Responsibility Standards**

**1. Policy & Procedures**

**1.1 Written Policy & Procedures**

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

1.1.2 Written procedures and systems should be formulated to implement the workinghours policies.

1.1.3 Written procedures shall cover at least the following:

① Policies and procedures for working hours for regular employees;

② Policies and procedures for working hours of minor employees;

③ Policies and procedures for personal/sick/maternity/paternity leave;

**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**

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

1.3.2 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**

1.5.1 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.

1.5.2 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**

1.6.1 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.

1.6.2 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 s hall be limited to 60 hours per workweek, except in the case of an emergency or exceptional circumstances.

**Case of an emergency or exceptional circumstances**

① Unusual events or conditions that seriously affect production and are beyond the Company's control, including earthquakes, floods, fires, national emergencies, unpredictable and prolonged power outages, outbreaks of contagious disease epidemics/infectious disease pandemics, and prolonged political turmoil;

② Conditions that can be reasonably predicted and planned for will not be considered extraordinary or emergency conditions, including peak production periods, machine breakdowns, vacations, and seasonal fluctuations.

**2.2 Rest days**

Employees shall have at least one day off in every seven days period, unless there is an emergency or special circumstance. The number of consecutive days worked shall not exceed six.

**2.3 Work breaks**

Rest breaks shall be paid and counted as part of the regular workday in accordance with all applicable laws and regulations.

**2.4 Toilet breaks**

Toilet breaks shall be considered and paid as working time.

**2.5 Meal breaks**

Meal breaks shall be guaranteed at least once during each shift.

**2.6 Exceptions**

2.6.1 Emergency or exceptional circumstances may cause an employee to exceed the 60-hour work week and/or not be able to meet the requirement for at least one day off in every seven days period.

2.6.2 Upon termination of the emergency or special circumstance, the employee's hours of work and leave shall be reinstated immediately, complying with the requirements of a 60-hour work week and a minimum of one day off in every seven days period.

2.6.3 If the rest day requirement is not met due to an emergency or special circumstance, the employee shall be scheduled for a day transfer immediately upon termination of the emergency or special circumstance.

**2.7 Work activities**

2.7.1 The following activities shall be included in the official record of hours worked:

① Time spent on the production line, whether the line is in operation ("production time") or out of operation ("downtime") status;

② Mandatory meetings and training, including, but not limited to, orientation, training on Company policies and procedures, production planning meetings, shift meetings, and daily wrap-up meetings. All meetings must be scheduled during normal working hours;

③ Employees shall not be required to arrive at the production line prior to the start of scheduled work 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 as paid.

**2.8 Scheduling Arrangements**

2.8.1 Before an employee is required to work a night shift, the affected employee shall be notified of the night shift requirements and schedule.
2.8.2 Affected employees shall be notified immediately of any changes in night work requirements and schedules.
2.8.3 The plant shall make reasonable arrangements for night shift and non-night shift work to ensure the health and safety of employees.
2.8.4 Employees shall be given reasonable rest periods between any shift changes and such rest periods shall comply with applicable laws and regulations.

**2.9 Employee Notification**

Employees shall be given at least twelve hours' notice of any cancellation of, or modification to, an existing shift schedule, if possible.

**3. Training and Communication**

**3.1 Directly Responsible Individual(s)**

Sound training should be provided to all employees responsible for working time management.

**3.2 Employees and Supervisors**

Should effectively communicate their working time policy to all employees and supervisors during induction training and consolidate their knowledge through retraining on a regular basis.

**4. Documentation**

Documentary records related to working hours should be maintained, including but not limited to:
① Accurate and complete individual attendance records;
② Accurate and timely records of changes in working hours due to unusual or emergency situations;
③ Accurate records of leave and vacation and maintenance of supporting documents related to leave (e.g., medical cases).

## (8) Freedom of Association

**Code of Conduct Requirements**

In accordance with local law, Fii respects the rights of all workers to associate freely, join labor union, bargain collectively, and engage in peaceful assembly as well as respects the right of workers refrains from such activities. Workers and/or their representatives shall be able to communicate openly with management regarding working conditions

without fear of discrimination, harassment, intimidation, penalty, or reprisal. In conformance with local law, Fii 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 and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

Where the right of freedom of association and collective bargaining is restricted by applicable laws and regulations, workers shall be allowed to elect and join alternate lawful forms of worker representations.

**Responsibility Standards**

**1.Policy & Procedures**

**1.1 Written Policy & Procedures**

1.1.1 Written policy on freedom of association shall be established. In addition, it shall establish procedures and systems for implementing its policy on freedom of association that apply the requirements of applicable laws and regulations.

1.1.2 Shall respect the legitimate rights of employees to freely form or participate in, or to refuse to form or participate in, organizations, including, but not limited to, labor unions, employee committees, or other employee organizations, and to engage in collective bargaining, without interference, discrimination, retaliation, or harassment.

1.1.3 In addition to formal consultation by employee representatives, a grievance mechanism shall be established when requested by an employee.

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

1.1.5 Employees need not be actively supported in forming associations or organizations, but must be assured that they can exercise their right to organize in an environment free of violence, pressure, fear, intimidation and threats.

1.1.6 There will be no interference in the operation of SRBs and no financial support will be provided.

1.1.7 Management support is limited to the provision of meeting space and/or meeting materials (e.g., note-taking materials).

**1.2 Deductions**

No deduction shall be made from an employee's paycheck for union dues or any other union funds without the express written consent of the individual employee, except after free negotiation or as otherwise provided and described in a valid collective bargaining agreement.

**2. Employee representatives**

2.1 Subject to 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 control, financing or control of the organization.

2.2 The employees shall not be interfered with in the establishment of their statutes and rules, in the free choice of their representatives, in the organization's management and activities, and in the development of its programs.

2.3 Employee representatives shall have the right to contact and liaise with their members in accordance with applicable laws and regulations, or as mutually agreed upon by the Company and the employee organization.

**3. Non harassment and non-retaliation**

3.1 Respect employees' freedom of speech and association and protect employees from retaliation and threats.

3.1.1 No employee or prospective employee shall be discharged, blacklisted, discriminated against, harassed, intimidated, retaliated against, or subjected to other employment decisions for any of the following reasons:

① Freedom to be a member of a union and/or to join a union, employee association or other employee organization;

② Exercise of the legal right to form a union or participate in collective bargaining;

③ Organizing or participating in lawful strikes or rallies;

④ To organize or participate in lawful strikes or rallies;

⑤ To raise questions or any other lawful requests to management regarding compliance with collective bargaining agreements.

3.1.2 No threat or use of violence or preventing, disrupting, or ending any activity that constitutes a lawful and peaceful exercise of the right to freedom of association, including trade union congresses, organizing campaigns, rallies, and lawful strikes.

3.1.3 Shall not change, demote, promote, outsource, or reassign employees in order to prevent them from forming a union or engaging in communication activities between employees and management.

3.1.4 Ensure that union members are paid the same as other employees performing similar job functions and are not subject to downward pay adjustments as a result of unionization.

3.2 Management shall not impede employees from exercising their right to peaceful organization by subcontracting the work of union members.

3.3 The practice of transferring production activities from one location to another for the purpose of retaliating against employees who have formed or are seeking to form a union is prohibited.

**4. Collective bargaining agreements**

Where a collective bargaining agreement exists, it shall be negotiated in good faith and in accordance with the principle of goodwill, and the terms of the agreement shall be observed for the duration of the validity of any collective bargaining agreement that has been entered into.

**5. Training and communication**

Establish a process for communicating the requirements of this standard to employees, supervisors, and managers, and establish a written process for communicating concerns to employees and for handling collective actions by employees.

**6. Documentation**

6.1 Maintain documented records related to freedom of association grievances that show the investigation and disposition of grievances, including communications with employees.

6.2 Maintain union meeting minutes and financial records for more than 12 months to identify sources of funding and materials.

# III.Health and Safety

## (1) Occupational Safety

### Code of Conduct Requirements

Worker potential for exposure to safety hazards (e.g., chemical, electrical and other energy sources, fire, vehicles, and fall hazards) are to be identified and assessed and controlled, and mitigated using the Hierarchy of Controls, which includes eliminating the hazard, substituting processes or materials, controlling through proper design, 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**

1.1 Processes shall be established to identify and document foreseeable occupational safety hazards. Foreseeable hazards include, but are not limited to: chemical substances, electrical and other energy sources, fires, vehicles and fall hazards.

1.2 Sources or tools for hazard identification include: Flow charts, material catalogs, equipment lists, task lists, employee reports, inspection results, past accident records, etc.

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

① Process hazard analysis;

② Job hazard analysis;

③ Exposure assessment.

1.4 Risk assessment shall be conducted by personnel with specialized knowledge and methods.

1.5 Risk assessments shall be performed for new or changed operational conditions prior to commencing production or service.

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

1.7 The results of the risk assessment should be documented and action items should be followed through to closure.

1.8 The results of the assessment study should be reviewed or validated at regular intervals, at least annually or as often as appropriate, depending on the nature of the hazards, the level of risk, and the experience of the operation.

**2. Hierarchy of controls**

2.1 The Hierarchy of Controls shall be used to eliminate or mitigate identified hazards in the workplace with the following priorities:

① Elimination of hazards;

② Substitution;

③ Engineering controls;

④ Process and management controls;

⑤ personal protective equipment (PPE).

**3. Control management**

**3.1 Electrical Safety**

3.1.1 Electrical equipment shall be purchased, installed and properly maintained to prevent electrical or static hazards;

3.1.2 Shall ensure that equipment and machines have adequate overload protection to protect employees from electric shock and electrical fires;

3.1.3 shall maintain electrical safety equipment in good working order.

**3.2 Locking/Tagging**

3.2.1 Lockout/tagout shall be performed for all operations and maintenance activities involving access to chemical transfer, recirculation lines and pump bodies (regardless of whether chemicals remain in the line or pump body), electrical systems, mobile equipment, and all operations and maintenance activities requiring bypassing of protective interlocking/locking devices, or in the event of failure of such devices;

3.2.2 Appropriate barricades and warning signs shall be placed to prevent unauthorized employees from entering the area when performing 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 at the plant.

**3.4 Confined Spaces**

3.4.1 Confined spaces need to be clearly labeled.

3.4.2 If the work involves performing maintenance or cleaning activities in a confined space, a confined space entry procedure should be

developed and implemented that assesses the safety hazards of the confined space before allowing employees to enter the confined space. Work needs to be performed in accordance with the permit process and specific precautions need to be taken.

**3.5 Fire Operations**

Appropriate procedures for working with fire should be implemented, including a system of fire permits and fire supervisors.

**3.6 Work at height**

3.6.1 When working at heights greater than 2 meters, appropriate fall protection equipment shall be worn, lanyard points shall be provided on the building (to provide a safe anchorage point for employees should they need to be lanyarded) and work shall be carried out in accordance with the permit process.

3.6.2 Stairs and elevated work areas shall be equipped with appropriate guardrails and handrails, and the load capacity of elevated work platforms shall be assessed prior to working at height.

**3.7 Hoists and Cranes**

All operations involving cranes or hoists should have relevant operating procedures in place and operators must obtain all required qualifications and permits before carrying out the work.

**3.8 Industrial Motorized Vehicles**

3.8.1 A written program shall be established and implemented for the proper use and management of industrial motorized vehicles, including, but not limited to, forklifts, motorized hand trucks, stackers, or other types of vehicles;

3.8.2 They must be risk assessed and appropriate controls put in place to ensure workplace safety and prevent workplace injuries and accidents;

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

3.8.4 Regular inspections and maintenance of industrial motor vehicles shall be ensured and records kept in accordance with applicable laws and regulations;

3.8.5 In areas where industrial motorized vehicles are used, pedestrian walkways shall be clearly demarcated and separated from vehicle operation areas wherever possible;

### 3.9 Chemicals management

3.9.1 A chemical management team shall be established and assigned a direct responsibility. The chemical team shall have the responsibility and authority to direct the management of chemical operations to ensure that employee health and safety, the environment and the community are protected.

3.9.2 A written program shall be established and implemented for tracking, reviewing, and approving the use of all hazardous chemicals, and all new purchases of hazardous chemicals shall be approved by the Environmental, Health, and Safety Department (EHS) prior to use.

3.9.3 It shall be ensured that when new hazardous chemicals are selected, a thorough assessment of non-hazardous alternatives is conducted.

3.9.4 An up-to-date written list of chemicals shall be developed and maintained, which shall detail all hazardous chemicals entering the workplace.

3.9.5 The list of hazardous chemicals shall be reviewed annually and updated to reflect changes in manufacturing processes, formulations, materials and products.

3.9.6 It shall be ensured that the inventory of hazardous chemicals includes, but is not limited to:

① Chemical product information vendors (product name, CAS number, chemical manufacturer);

② Purpose of use;

③ Location of use and storage;

④ Amount of hazardous chemicals used per year;

⑤ Legally permitted storage limits (if applicable).

⑥ Exposure information (frequency, duration, and exposed population);

⑦ Application and control information;

⑧ Hazardous chemical handling.

3.9.7 Hazardous chemicals shall be handled in accordance with the International Fire Code (IFC) issued by the International Code Council, or in accordance with applicable local standards and legal and regulatory requirements.

3.9.8 Hazardous chemicals shall not be used and handled in areas where they may present an immediate health or environmental hazard from chemical spills, fires or reactions.

3.9.9 Hazardous chemical transportation equipment shall use appropriate measures to ensure that containers of hazardous chemicals are securely located in the equipment and shall be equipped with secondary containment 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., hermetically sealed metal containers).

3.9.10 Chemicals should be stored in compatible containers that are intact and leak-free. Periodic inspections should be carried out to check that the containers are intact.

3.9.11 Chemicals shall not be stored in locations that may be affected by weather.

3.9.12 Chemicals shall be stored in accordance with the manufacturer's storage instructions.

3.9.13 Chemicals shall be segregated from incompatible chemicals in accordance with the chemical compatibility table provided by the supplier.

3.9.14 Hazardous chemical containers should not be stacked if there is a risk of leakage. In any case, safety containers should not be stacked more than three layers within the allowable stacking height.

3.9.15 Facilities that must be provided in storage areas for hazardous chemicals include, but are not limited to:

① Appropriate ventilation systems;

② Appropriate fire prevention and control equipment;

③ Temperature and humidity measurement and control equipment;

④ Hazardous gas detectors of any type;

⑤ Secondary cofferdams;

⑥ Embankments to isolate spills and prevent spreading outside the storage area;

⑦ Flammable and combustible chemical warehouses should be equipped with anti-static devices and explosion-proof electrical devices;

⑧ Appropriate personal protective equipment (PPE);

⑨ Emergency equipment, including safety showers, eyewashes and spill kits;

⑩ Storage and operation of compressed gases.

3.9.16 The types of hazards that may be presented by each type of compressed gas should be assessed and appropriate safety precautions

should be provided. Storage of compressed gases should be in accordance with applicable laws and regulations or, in the absence of applicable laws and regulations, the established maximum allowable quantities of compressed gases that can be used and stored in a building in accordance with the International Fire Code. Compressed gas cylinders should be secured with chains and stored in a ventilated area.

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

3.9.18 Mechanisms should be in place to enable leaks to be known in the early stages of leakage through visual inspection, instrumentation monitoring, or other detection methods.

3.9.19 Periodic visual inspections of all secondary cofferdam areas and aboveground storage tanks (including tank capacity) should be conducted.

3.9.20 Hazardous chemicals shall be transported between work areas in their original containers or divided into compatible smaller size containers that are properly labeled for transshipment. Employees must use appropriate equipment when transporting large or multiple containers of hazardous chemicals.

3.9.21 Underground and aboveground storage tank registrations shall contain all of the following information:

① Date of construction, type and material;

② Location, size and capacity;

③ Design pressure and operating temperature and pressure;

④ Current status (e.g., in service, suspended, permanently out of service);

⑤ Examples of appurtenances (e.g., pumps, piping, valves, meters, connecting fittings to other vessels, test ports, test instruments, control items);

⑥ Spill/leak prevention system;

⑦ Spill/leak detection system;

⑧ Inspection, maintenance and repair records.

**3.10 Combustible Dust**

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

① Processes that use dry or wet dust collectors to collect dust;

② Any grinding, sanding, cutting, milling, slotting or drilling process that generates dust;

③ Any polishing or sanding process that generates dust;

④ Any other process or manufacturing operation that generates or handles dust, sandblasting or other powders.

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

① The dust shall first be tested and determined to be explosive using a modified Hartmann Plexiglas tube at a constant arc discharge energy of 10 joules. If the dust is determined to be non-explosive in the above test, it shall be subjected to a 20-liter container test in accordance with the U.S. ASTME 1226 pass/fail screening test test standard;

② If the dust is determined to be explosible, a dust test shall be conducted to determine its Kst and Pmax values;

③ If the dust sample fails to ignite in the modified Hartmann Plexiglas tube test, a minimum ignition energy test is not required, and the minimum ignition energy value for this dust sample should be shown in the report as greater than 10 joules;

④ If the Kst value is greater than 0 bar m/s, the dust shall be considered combustible and a plant facility with combustible dust present shall be considered to have a combustible dust hazard when the amount of dust is sufficient to cause a deflagration or explosion;

⑤ If the dust is found to be explosive, it shall be considered as combustible dust and the plant facilities where combustible dust is present shall be considered as presenting a combustible dust hazard.

3.10.3 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 plans shall ensure that the following issues are addressed before changes are made:

① The impact on safety and health;

② Whether the change is permanent or temporary;

③ Modifications to operations and maintenance management procedures;

④ Whether the hazardous area classification needs to be revised;
⑤ Impact of existing equipment and whether the change is appropriate;
⑥ Employee information and training requirements;
⑦ Authorization requirements for change proposals.

3.10.4 If combustible dust hazards are present, new building expansions or alterations shall include process safety requirements and shall be documented by a combustible dust risk analysis performed by an engineer familiar with applicable building construction and safety requirements.

3.10.5 For all combustible dusts, the following additional test information shall be obtained to assist in the development of engineering controls to mitigate the hazard:

① Minimum ignition temperature of the dust layer ASTME2021 "Test Method for Ignition Temperature of Hot Surfaces of Dust Layers";
② Minimum Explosive Concentration ASTME1515 "Test Method for Minimum Explosive Concentration of Combustible Dust".

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

① Minimum ignition temperature of the dust cloud, if the dust can be exposed to temperature extremes above 300°C, ASTME 1126 "Standard Test Method for Explosivity of Dust Clouds";
② Limiting oxygen concentration, if process safety requires the use of an inert gas, ASTME2931 "Standard Test Method for Limiting the Oxygen (Oxidizer) Concentration of Combustible Dust Clouds".

3.10.7 Facilities where other combustible dusts are produced or present shall be analyzed for hazardous area classification. When conducting the analysis, the specifications and guidelines of NFPA499, GB12476.1 and GB12476.2 or local regulations shall be followed.

3.10.8 Hazardous area classification analyses shall be performed by qualified personnel who have demonstrated competence in the area of such analyses.

3.10.9 The Hazardous Area Classification Analysis shall include areport setting forth the hazardous areas for classified combustible dusts, the extent and or distances from these classified areas, and the type of electrical equipment to be used in the area.

3.10.10 For company operations, electrical connections to circuits, electrical equipment, monitoring and alarm devices located in dust explosion hazardous areas shall comply with local code requirements.

3.10.11 Ductwork used for the transportation of combustible dust shall be constructed of non-combustible conductive materials and shall be manufactured and assembled to have a smooth interior surface with internal lap joints oriented in the direction of airflow.

3.10.12 Dry dust collectors shall be made of non-combustible, corrosion-resistant materials.

3.10.13 Square or rectangular dust collectors shall be designed to eliminate "dead spots" where dust may accumulate.

3.10.14 All electrically conductive elements of the dust collector and ductwork shall be lapped and grounded independently of the electrical grounding system to minimize accumulation of static charges.

3.10.15 Ductwork and fan systems should be designed so that the dust concentration in the system is less than 25% of the minimum explosive concentration. The shorter the length of ducting, the better, and the fewer the bends and irregularities, the better, to prevent interference with the free flow of air.

3.10.16 Branch lines shall not be added, removed, or closed in an existing system without ventilation rebalancing and redesign (if required) to ensure adequate transportation velocity in the ductwork.

3.10.17 If flexible hose is used, the hose shall be fabricated to have a smooth inner surface and be electrically conductive or antistatic, the shorter the length the better. If reinforced wire is used, the ends shall be connected to metal piping. Under no circumstances shall hoses made of ordinary insulating plastic be used.

3.10.18 Suitable antistatic hose shall have a surface resistivity of less than 1010 Ω/sq or a volume resistivity of less than 109 Ωm when tested in accordance with ASTM 0257-Standard Test Method for DC Resistance or Conductivity of Insulating Materials.

3.10.19 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.

3.10.20 Dry dust collectors shall be equipped with a differential pressure gauge to monitor the pressure drop across the filter media.

3.10.21 Dust generating equipment shall be interlocked with the dust collection system so that equipment generating dust where combustible dust hazards exist will shut down when the collection system is not functioning properly. The interlock system shall be activated under any of the following conditions:

① The pressure difference between the air inlet and outlet is higher than a specified value indicating that airflow in the system is obstructed. Therefore, a differential pressure gauge should be installed between the dirty and clean sides of the dust collector;

② The pressure difference between the air inlet and outlet is low or zero;

③ The temperature inside the dry dust collector is abnormally high;

④ The air pressure of pulsating jet in the dust collector is too low;

⑤ The unloading device of the dry type dust collector stops operating.

When the interlock system is activated, the following steps must be performed in sequence at each location:

⑥ Evacuate people in the area;

⑦ Investigate the cause of the interlock system activation;

⑧ Clean the premises and ductwork (if required);

⑨ Implement corrective measures related to the incident that caused the interlock system to activate;

⑩ Restart the equipment and confirm that it functions properly;

⑪ Allow employees to return to the production area.

3.10.22 Transportation speeds within the ductwork shall be sufficient to transport both coarse and fine particles and to ensure secondary entrainment in the event that particles fall for any reason before reaching the dust collector. The minimum transport velocity for metallic dust is specified as 23 m/s. The minimum transport speed for non-metallic dust is specified as 20 m/s.

3.10.23 Inspection doors shall be mounted on the side or top of the pipe in a horizontal section of the piping system. The inspection door shall be sized to allow inspection and cleaning of the pipeline to be carried out over an area of not less than 1.8 meters from the entrance to the pipeline. Inspection doors shall be designed to be sealed to minimize air leakage.

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

3.10.25 Inspection doors for horizontal piping shall be located within 1 meter of bends and joints.

3.10.26 Piping systems shall be inspected at weekly intervals. The frequency of inspections may be reduced based on accumulation observation records, but inspections should be made at least once a month. If four consecutive weekly inspections do not reveal visible dust accumulation, the frequency of inspection may be reduced to once per month. However, if the dust collection system is malfunctioned, damaged, or altered, weekly inspections should be resumed until it is confirmed that the malfunction, damage, or alteration of the dust collection system and subsequent operation has not resulted in any visible dust accumulation. If dust buildup is observed, the cause must be determined and corrected.

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

3.10.28 System airflow shall be rebalanced after any changes are made to the dust collection system, including the removal or addition of dust collection points.

3.10.29 Compressed air shall not be used to clean the ductwork or any production station that generates dust.

3.10.30 Equipment that generates dust where a combustible dust hazard exists shall be provided with a time delay switch or equivalent device to prevent the

3.10.31 equipment from operating until 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.

3.10.32 Machines generating fine particles of combustible material shall be equipped with a fume hood, capture device, or enclosure connected to the dust collection system, and the suction and capture rate of the dust collection system shall be sufficient to collect and transport all dust generated.

3.10.33 Electrostatic precipitation type dust collectors are prohibited.

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

① Pmax less than 8 bar(g) (measured using the standard test method for dust cloud explosibility ASTME1226);
② Kst less than 150 bar m/s (measured using the test method in ASTME1226);
③ Minimum ignition energy (MIE) is greater than 100 mJ (measured using the standard test method for minimum ignition energy of dust clouds in air in ASTME2019);
④ The substance is not a UN Class 4.2 solid tested using the UN Class 4.2 self-heating test method;
⑤ It is prohibited to collect substances other than iron or steel dust in dust collectors with a dirty 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).

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

3.10.36 Fan exhausts shall exit the building in the shortest straight path possible, as practical.

3.10.37 Dust collector inlet and exhaust pipes and blowers shall be inspected at least once every 6 months to ensure that there is no buildup of material and that a wet dust collector can be installed indoors.

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

3.10.39 If dust presenting a combustible dust hazard will be generated, the exhaust port should be inspected and cleaned frequently to avoid buildup of deposits in the ducting.

3.10.40 Recovered 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 transmission lines and sludge tanks shall be protected from freezing.

3.10.41 Sludge in the filter tanks should be cleaned out every shift and treated prior to discharge of sludge and wastewater to ensure it is safe for the environment.

3.10.42 Ventilation openings shall be kept clear and unobstructed at all times.

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

3.10.44 Equipment generating dust shall be interlocked with the airflow to the exhaust vent blower, the level control, and the water flow through the scrubber nozzles so that equipment generating dust where combustible dust hazards exist will shut down when the dust collection system is not functioning properly.

3.10.45 The use of dry filter media or dry dust collection systems downstream of, or mixed within, a wet dust collection system is prohibited.

3.10.46 Stand-alone dry AMS, downward-ventilated benches, and environmentally controlled room examples with filter media in the walls (e.g., buffing, grinding, and final processing rooms) with integrated filtration media in the walls shall be permitted if less than 0.22 kilograms (0.5 lbs.) of dust less than 500 microns is collected and removed per day.

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

3.10.48 When objects to be handled or processed cannot be moved to an appropriately arranged fixed fume hood or enclosure, machines with portable dry dust collection capabilities shall be permitted to be used indoors and shall incorporate the following protective measures:

① Portable indoor dry dust collectors shall not be connected to a permanent fixed piping system;

② The operation of portable dry dust collection devices shall be subject to a Dust Hazard Analysis (DHA) to ensure that the risk to personnel and operations from flash fires and debris is minimized;

③ Carry-over dry AMS with a dirty side volume greater than 0.2 cubic meters (8 cubic feet) shall be protected against explosion in accordance with NFPA 69;

④ The portable dry AMS and all its associated components shall be thoroughly cleaned prior to altering the collected material;

⑤ The hose shall be suitable for use and be of electrostatically discharged or electrically conductive material;

⑥ The hose and nozzle shall be lapped and grounded and the grounding path shall be verified prior to use after each movement, each new connection, or both;

⑦ The resistance of the grounding path shall be recorded and maintained;

⑧ The maximum amount of material to be collected shall be 2.2 kg (5 lbs) and shall be emptied at least daily;

⑨ The dust collector shall not be used in processes that generate hot embers or sparks.

3.10.49 A dust collection system shall be installed if combustible dust hazards exist from dust generated during normal operation.

3.10.50 Equipment shall be maintained and operated in such a manner as to minimize the escape of dust where combustible dust hazards exist.

3.10.51 Dusts presenting a combustible dust hazard shall be conveyed through ductwork or other enclosed means to a dust collector.

3.10.52 A cleaning maintenance program shall be developed and maintained for any area where combustible dust hazards exist. The program shall include appropriate methods and procedures for performing cleaning. The cleaning and maintenance plan shall be reviewed and approved by a designated safety person familiar with combustible dust hazards.

3.10.53 The frequency of periodic cleaning of walls, floors, and horizontal surface examples (e.g., equipment, ducts, piping, air lockers, ledges, beams, and above suspended ceilings and other concealed surfaces) shall be established to minimize the buildup of dust where combustible dust hazards are present on the premises.

3.10.54 In areas where metal dust is manufactured or otherwise handled, dust shall not be permitted to accumulate to such an extent as to obscure the color of the surfaces beneath it.

3.10.55 The following requirements shall apply to all areas where metallic dust is present or where combustible dust hazards exist:

① Fire permit hot work procedures shall be established and comply with the requirements of NFPA 51;

② A fire permit shall be obtained for conducting hot work;

③ Open flames, cutting or welding operations, or the use of spark-producing tools or other equipment are prohibited unless a designated safety person approves the fire permit;

④ Before hot work is performed, all hot work areas requiring permits shall be thoroughly cleaned of combustible materials, including metal dust and dust with combustible dust hazards, and surrounding employees shall be informed of the high risk of the operation;

⑤ Smoking is prohibited in areas with metallic dust or where combustible dust hazards exist. Matches and lighters are prohibited in Class I or Class II areas.

3.10.56 All permanent safety.

3.10.57 Movable or portable process equipment or tools of metal construction shall be lapped and/or grounded before use.

3.10.58 Portable fire extinguishers shall be provided in areas where combustible dust is present. The type, number, and size of extinguishers, and the placement and travel distances between extinguishers shall be in accordance with the requirements of NFPA 10. If metallic combustible dust is present, portable fire extinguishers rated for Class D fires shall be provided.

3.10.59 An inspection, test and maintenance program shall be implemented to ensure proper process control; that all equipment operates as designed. The inspection, test and maintenance program shall include the following:

① Fire and explosion protection and prevention equipment;

② Dust control equipment;

③ Inspect doors on dust collection equipment to ensure proper installation, including the condition of gaskets;

④ Checking dust collection ductwork for accumulation of dust, leaks, etc;

⑤ Cleaning and maintenance;

⑥ Potential ignition sources;

⑦ Electrical, process and mechanical equipment, including process interlocks;

⑧ Continuity checks of grounding and lapping systems;

⑨ Resistance testing of electrostatic discharge shoes and conductive flooring, if necessary.

3.10.60 Thorough inspections of the operating area shall be performed periodically (not to exceed 1 per quarter) as needed to ensure that

equipment is in good condition and proper work practices are being followed.

3.10.61 Inspections should be carried out by personnel with appropriate practical knowledge of combustible dust safety and all findings and recommendations should be recorded.

**3.11 Cooperative operation robot**

3.11.1 The management program of cooperative operation robot shall be established in accordance with international, national and local regulations, standards and customer requirements.

3.11.2 The person or department in charge shall be designated to supervise and execute the design, manufacture, use, and safety management of the co-operative robots.

3.11.3 Risk identification shall be performed for hazards caused by equipment failure or malfunction, hazards caused by the movement of mechanical parts, hazards caused by energy storage and power sources, hazards caused by hazardous gases, materials, or conditions, hazards caused by noise, hazards caused by disturbances, hazards caused by human error, and potential hazards caused by the robot system, handling, or replacement.

3.11.4 After evaluation, appropriate safety countermeasures are taken to avoid and minimize risks, to achieve the elimination of hazards as much as possible and to select appropriate safety measures.

3.11.5 The safety functions of the co-operative robot shall include, at a minimum, the function of limiting the range of motion, the function of emergency stop and safety stop, the speed of movement of the co-operative robot is less than 250mm/s, and the interlocking function of the safety guards.

The selection of electrical equipment in the cooperative work robot and its system should be in line with its intended use, and the components, parts and equipment selected should be in line with the product standards.

3.11.6 Power supply and grounding (protective grounding) should be in accordance with the provisions of the manufacturer. Generally under conventional power conditions, the robot and its system of electrical control devices should be designed to operate normally under full load or no load.

3.11.7 Power isolation is the installation of isolation (cut-off) devices between the co-operative robotic system and the power supply, which should be installed in a place where there is no harm to the operator. The isolation device shall have a break or open circuit function. When required, the device will cut off the power supply of the electrical control of the robotic system. When 2 or more power isolation devices are used, interlocking protection measures should be taken.

3.11.8 In the design and manufacture of cooperative work robots should be designed and manufactured from ergonomics, machinery, control system, hands-on demonstration program design, emergency movement, power source, energy storage, interference, operating status, selection device and other aspects of the design of safety protection.

3.11.9 When designing the mechanical part of the robot, in addition to the need to consider the mechanical structure and its components in accordance with the conventional mechanical design should be able to meet the robot's required motion function, performance requirements, strength, stiffness, a variety of corresponding size and shape, should also be considered in the design of the elimination of hazards arising from the robot's moving parts. If it is not possible to remove such dangers in the design of mechanical parts, the design of safety protection and the adoption of appropriate safety measures should be carried out.

3.11.10 Electrical, hydraulic and other parts of the robot that constitute a hazardous factor shall have fixed guards and housings that cannot be opened during normal operation; when it is necessary to open the guards and housings, tools shall be used to remove or open them.

3.11.11 In each operating station, including the ability to start the robot movement of the suspended operating box or teaching box, should have an emergency stop device. The operator of the emergency stop device shall be red with a yellow backing color. Pushbutton switch operands shall be palm or mushroom shaped in appearance. The reset of the emergency stop circuit itself shall not initiate any movement of the robot. After an emergency stop, the robot system must be restarted by a reset on the console. If two robots are installed in a co-operative robotic system and the defined spaces of the two robots have intersecting portions, their shared emergency stop circuits shall be capable of stopping the motion of both robots in the system.

3.11.12 Manually operated emergency stop devices shall have contacts on the operator that ensure forced disconnection of the operator. A manual reset shall be required before any robot is activated and the reset of the emergency stop circuit itself shall not initiate any movement of the robot.

3.11.13 Each Manipulator shall be designed with one or more safety stop circuits. The safety stop circuits shall be capable of stopping all movement of the robot when the robot is operated in an automatic mode and of withdrawing power from the robot actuator. Such stopping may be accomplished manually or by logic control of the safety control system circuits.

3.11.14 When the demonstration box is used in a safe protected space, the robot shall not be activated to operate in automatic mode. When the robot is under the control of the teach-in box, all movements of the robot shall be initiated only by the teach-in box. When the robot is started by the teaching box for teaching, the speed of the tool center TCP should not exceed 250mm/s. There should be a function of sensing the operator's normal grip on the teaching box, and 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, consideration should be given to the fact that its function is not affected by the environmental conditions in which the system is located; there should be an indicator light to show that the field sensing device is operating, and its installation position should be easy to observe.

3.11.15 Control system start, reset, and stop buttons, selector switches, and emergency stop switches shall be posted with signage understood by local employees. The start button shall be green and the surface of the button shall not be higher than the surface of the sheath; the stop button and the emergency stop switch shall be red and operated in push-button mode and the surface of the button shall be higher than the surface of the sheath.

3.11.16 The distance between the inner edges of the two operating buttons of the same plane is at least 260mm apart, if less than 260mm, should be installed button guards or intermediate baffle and other measures; two-handed simultaneous operation of the time is greater than 0.5s when the device should not be outputting control signals.

3.11.17 In order to ensure that the robot and its system with the expected operating conditions, it should be evaluated and analyzed all the environmental conditions, including explosive mixtures, corrosion, humidity, pollution, temperature, electromagnetic interference (EMI), radio frequency interference (RFI) and vibration, etc. Whether or not to comply with the requirements, otherwise corresponding measures should be taken.

3.11.18 Safety protection space should generally be considered when the robot in the process of operation, all personnel body parts should not be able to contact the range of motion of the robot moving parts and end-effector or workpiece.

3.11.19 The control cabinet of the robot shall be installed outside the safety guarding space, and the operation console shall be set in a position that can ensure that the operator has an open field of vision to observe the operation. A safety distance of at least 0.5m should be ensured between each device.

**3.12 Lithium battery management**

3.12.1 Management program documents should be established in accordance with regulations, standards and customer requirements and other applicable documents, covering the process of procurement, use, maintenance and disposal.

3.12.2 The person in charge or the responsible department shall be designated to supervise and execute the implementation of lithium battery procurement, use, maintenance and disposal operations. Must be purchased from qualified manufacturers of lithium batteries, lithium batteries to obtain UL certification or CE certification.

3.12.3 Lithium battery manufacturers shall ship according to the "UN Recommendations on the Transport of Dangerous Goods Regulations Template". The lithium batteries shall be tested and certified according to UN38.3, and the confirmation report shall be consistent with the batch of delivered goods.

3.12.4 Refer to the requirements of UN340 standard and urge manufacturers to control the SOC of lithium batteries below 30%.

3.12.5 For road transportation, the stacking height of the batteries shall be in accordance with: cartons shall not exceed 1.5m, wooden boxes shall not exceed 3m.

3.12.6 Road transportation vehicles must be equipped with high-temperature gloves, fire blankets and other emergency equipment.

3.12.7 In-plant transportation, lithium batteries must be placed in the battery tray, and must ensure that no foreign objects in the tray, so as not to puncture the lithium battery sharp objects.

3.12.8 When transported within the factory, it should be prevented from severe vibration and sunlight and rain, and should be handled gently and loaded and unloaded carefully.

3.12.9 Lithium batteries should be set up independently, with priority given to Class A warehouses, and set up in single-story independent annexes, with one side against the wall and independent windows, and a warehouse area of less than 100 square meters; it is prohibited to mix and store with other combustible materials.

3.12.10 The fire resistance level of lithium battery warehouse should be not less than two, and have complete lightning protection and anti-static protection measures. Lithium battery warehouse should be set up at least one safety exit, and the installation of Class Afire door to the evacuation direction.

3.12.11 Lithium battery warehouse shall be set up monitoring facilities, the warehouse for full-angle monitoring, signal access 24-hour manned monitoring room.

3.12.12 The lithium battery warehouse shall be set up with accidental smoke exhaust device, and chained with smoke and temperature sensors, and the capacity of accidental smoke exhaust fan is not less than 12 times/hour.

3.12.13 Automatic sprinkler fire extinguishing system shall be installed in the warehouse, and the intensity of water spraying and the protection area shall be designed in accordance with the hazardous level II of the warehouse as well as the storage mode and height of the battery.

3.12.14 The lithium battery warehouse needs to specify the person responsible for the safety of the warehouse and post the information card of the management unit in a conspicuous place.

3.12.15 Lithium battery warehouse shall post lithium battery risk notification card, UN38.3 test report, lithium battery abnormal emergency disposal flow chart and the latest requirements of the local government,

four-color diagram of safety risk assessment and responsibility information signage.

3.12.16 There shall be no water pipes/drainage pipes above the lithium battery warehouse; the central air-conditioning coils and cold air ducts shall be added with thermal insulation measures to prevent water leakage or condensation from making the lithium batteries damp.

3.12.17 The stacking height of lithium batteries packed in boxes shall not exceed 5 layers and shall not exceed 1.5 meters; they shall be placed in strict accordance with the requirements of "five distances" of warehouses (the distance between stacks shall be more than 1 meter, the distance between outer walls shall be more than 0.5 meters, the distance between inner walls shall be more than 0.3 meters, the distance between columns shall be more than 0.3 meters, the distance between beams shall be more than 0.3 meters, and the distance between main passages shall be more than 2 meters), and the clear space in front of fire-fighting equipment shall be 1 meter. (1 meter clearance in front of fire fighting equipment)

3.12.18 Strictly control the inventory of lithium batteries, and do not store in excess.

3.12.19 Personnel are prohibited from sitting/lying on the lithium battery box or placing heavy objects on the lithium battery box.

3.12.20 Unrelated personnel are prohibited from entering the lithium battery warehouse, personnel must be registered, and it is strictly prohibited to bring sources of ignition into the warehouse.

3.12.21 The responsible unit shall develop an early warning mechanism for lithium battery storage, and notify the relevant unit supervisors before the storage volume reaches the early warning value, so as to prevent over-storage.

3.12.22 Lithium battery assembly personnel shall receive safety training and examination after passing the special training.

3.12.23 It is prohibited to use sharp objects to collide, repair and disassemble batteries, as well as squeeze and stack lithium batteries.

3.12.24 It is prohibited to short-circuit the positive/negative electrodes of lithium batteries.

3.12.25 It is prohibited to immerse the lithium battery in liquid.

3.12.26 It is prohibited to bend lithium batteries to prevent spontaneous combustion caused by bending deformation.

3.12.27 Set up a temporary storage area in the lithium battery assembly and disassembly workshop, and control the quantity, unused batteries must be returned to the warehouse before the end of the day for unified management.

3.12.28 Lithium battery charging, discharging and dismantling should be set up in independent compartments, and dismantling workstations should be set up with local ventilation devices, and away from combustible materials.

3.12.29 Lithium battery charging, discharging and dismantling should be carried out in strict accordance with the applicable SOP.

3.12.30 Specialized tools should be used for maintenance and disassembly, and mechanical damage to the battery, extrusion, bending and poking practices should be avoided.

3.12.31 The disassembled lithium batteries shall not be arranged in an array, but shall be packed in special trays.

3.12.32 Discharge equipment should maintain good heat dissipation, and the working temperature of the equipment should be 0℃-40℃.

3.12.33 The management unit of the discharging equipment shall regularly carry out point inspection and maintenance of the discharging equipment and make relevant records.

3.12.34 After discharge, lithium batteries shall be labeled one by one before they are put into storage.

3.12.35 For damaged and leaking end-of-life lithium batteries that cannot be discharged by the discharging machine, they can be safely discharged by immersing them in 10% salt water for one week.

3.12.36 Standardize the management of lithium battery discharge operations, clear voltage control requirements.

3.12.37 Waste lithium battery warehouse infrastructure should be consistent with the lithium battery warehouse setup and management requirements.

3.12.38 Warehouse management personnel to the end-of-life lithium battery voltage review before storage, the results meet the requirements before storage, storage 48 hours after the review, such as the results do not meet the management requirements, shall be returned to the responsible unit to re-discharge; warehouse management personnel at the same time must be insulated lithium batteries to protect the spot check.

3.12.39 End-of-life lithium batteries must avoid contact with corrosive substances, away from fire and heat sources, the box should be labeled with safety warning signs. End-of-life lithium battery warehouse should ensure good ventilation and clean and dry, the best temperature 20 ± 5 ℃ humidity, not more than 75%, and regular spot checks.

3.12.40 End-of-life lithium battery warehouse should be arranged for personnel on duty, regular safety inspections, as well as daily inspection.

3.12.41 If it is necessary to cut off the soft plate or core lugs of the discharged lithium batteries, ceramic scissors shall be used.

3.12.42 Use the original special tray to contain the scrapped lithium batteries, and the edges and corners of the tray shall be protected and dried.

3.12.43 The discharged end-of-life lithium batteries shall be categorized and packed according to different abnormalities.

3.12.44 The recycling of end-of-life lithium batteries should be handed over to a qualified company to deal with the transportation and storage of end-of-life lithium batteries should be approved by the local government departments to obtain the qualification of the manufacturer.

3.12.45 Strictly control the number of end-of-life lithium batteries in stock, at least 1 time a week to arrange for storage, such as holidays, must be made in advance to apply for storage.

3.12.46 In the lithium battery warehouse and scrapped lithium battery warehouse, battery disassembly workshop, charging room, discharging room shall be equipped with the appropriate emergency supplies; adequate amount of dry fire sand, fire sand bucket, explosion-proof bucket, accident treatment bucket, fire blanket, high-temperature gloves, iron pliers, gas mask, protective glasses, fire shovels and so on.

3.12.47 The lithium battery warehouse should be equipped with intelligent smoke sensors, intelligent temperature sensors, alarm signals should be transmitted to the park fire watch center for real-time monitoring.

3.12.48 Lithium battery warehouse and end-of-life lithium battery warehouse, battery dismantling workshop, charging room, discharging room of the accident smoke exhaust device at least once a quarter by the fire protection maintenance company to carry out a functional test,

temperature sensors, smoke sensors linked to activate the accident smoke exhaust fan.

3.12.49 Implement the monthly inspection and maintenance of fire protection facilities to ensure that the fire protection facilities are in a standby state at all times.

3.12.50 Formulate emergency plan and lithium battery accident scene disposal program suitable for the unit, lithium battery accident scene disposal shall be rehearsed once a quarter, and evaluate the effect of the rehearsal.

**3.13 Contracting management**

3.13.1 There should be documented safety and health management procedures for contractors, including all or part of the delivery of contracting, re-contracting operations or the scope of joint operations, and for all or part of the delivery of contracting or re-contracting, should be specific and detailed in writing beforehand to inform the contractor and then/contractors about their business:

(1) The working environment;

(2) Hazardous factors;

(3) Measures to be taken in accordance with the relevant safety and health regulations of laws and regulations;

(4) Measures to be taken in accordance with the relevant safety and health provisions of laws and regulations.

3.13.2 The notification of the working environment shall be in writing, specifying the conditions of the working environment in detail, including the location of the workplace, workplace facilities, layout, and machinery and equipment, and other items;

3.13.3 Hazardous factor notification, first of all, should be for the environment of what types of disasters may occur, and its possible reasons for the occurrence of written specific details of the relevant safety and health laws and regulations related to the measures to be taken on how to prevent the occurrence of disasters, should be written in specific details to inform the contractor of the measures that should be taken to prevent the occurrence of disasters:

(1) Management measures;

(2) Contractor personnel safety and health education and training, safety and health certification and technical certification should meet the relevant requirements.

**4. Training and Communication**

4.1 An occupational safety training management system shall be implemented with a strategy and implementation plan that meets regulatory requirements, industry standards.

4.2 Occupational health and safety topics shall be based on regulatory requirements and the type of operations conducted.

4.3 Appropriate workplace health and safety training shall be provided to employees in the local language so that it can be understood by all employees.

4.4 Health and safety related information shall be clearly posted over the facilities.

**5. Documentation**

5.1 All documents related to occupational safety management shall be maintained.

5.2 Written copies of all records shall be maintained in accordance with applicable laws and regulations.

**(2) 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. Emergency drills must be executed at least annually or as required by local law, whichever is more stringent. 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.

**Responsibility Standards**

**1. Develop Effective Policies and Procedures**

1.1 Develop a detailed, comprehensive and effective emergency response policy that ensures compliance with the more stringent requirements of compliance with local laws and regulations, the RBA's Code of Conduct, insurance companies or customer requirements relating to emergency plans, equipment, training, emergency response and business continuity and recovery plans.

1.2 Ensure that adequate budget and personnel are allocated for the installation and maintenance of egress, monitoring, alarm, response and fire suppression systems.

**2. Emergency Response Plan**

**2.1 Emergency Situations**

2.1.1 The likelihood of different types of emergencies occurring should be identified and assessed based on their production processes, chemical substance consumption, auxiliary facility operations, and local geographic, geological, and meteorological conditions.

2.1.2 Emergencies may include, but are not limited to, fires, explosions, floods, chemical substance spills, power outages, and natural disasters.

**2.2 Emergency Response Plan**

A written emergency response plan shall be developed based on potential emergency scenarios to address foreseeable emergency situations.

**2.3 Emergency Procedures**

In the event of an emergency, procedures developed in their emergency response plan shall be followed.

**2.4 Emergency Response Team**

2.4.1 Trained employees shall be organized and assigned to form an Emergency Response Team (ERT) and team members shall be available at all times during all shifts.

2.4.2 The ERT has the responsibility and authority to guide the unit in responding to emergencies to ensure that the health and safety of employees, the environment and property are protected.

**2.5 Communication**

2.5.1 Reliable and effective internal and external communication mechanisms shall be in place to notify all persons in the plant in the event of an emergency and for subsequent evacuation.

2.5.2 The communication mechanism should ensure that messages are heard throughout the plant.

2.5.3 It should also ensure that there is a capability to notify the nearby community, the public and relevant governments in all emergency situations, such as the release of toxic substances into the environment or chemical spills.

**2.6 Evacuation and Assembly**

2.6.1 In an emergency situation that may threaten the health and safety of employees, the plant must be evacuated immediately.

2.6.2 Evacuation should be carried out under the guidance of a trained and designated employee who will direct employees to a well-marked and safe assembly area.

2.6.3 Employees shall not return to the aforementioned hazardous areas unless the emergency has been lifted and the plant has been declared safe by the appropriate agency and/or other trained and authorized personnel.

**3. Emergency Response Plant Facility Requirements**

**3.1 Access**

3.1.1 Passageways between assembly lines and production lines should be clearly labeled and free of obstructions. The width of the aisles shall comply with regulatory requirements.

3.1.2 Pedestrian pathways such as exits, aisles, stairs and work areas shall be free of trip hazards (stored materials, wires and cables, etc.).

**3.2 Emergency exits and exit signs**

3.2.1 A sufficient number of emergency exits shall be provided in the building based on floor area and number of occupants, following all applicable laws and regulations and prudent safety measures. Emergency exits shall:

① Emergency exits shall not be obstructed, blocked or locked at any time while employees are in the plant;

② Be open to the outside;

③ Be clearly marked with an "Exit" sign or a symbol that is understood by all employees and complies with applicable laws and regulations;

④ Clearly marked with the "Exit" sign or labeled with a symbol that is understood by all employees and complies with applicable regulatory requirements;

⑤ Normally closed.

3.2.2 Emergency exit signs shall be clearly visible in the dark and in the event of a power failure, and may be battery-operated or powered by the plant's standby power supply.

3.2.3 Fire manual alarm buttons or alarms shall be provided in or along the evacuation routes leading to the exits.

**3.3 Evacuation Maps**

3.3.1 Accurate, up-to-date and correctly oriented evacuation maps shall be posted in all process and production areas, conference rooms, dining and living areas, and other public areas.

3.3.2 Evacuation maps shall be clearly labeled in a language understood by all employees and contain the location of the viewer and the route to the nearest exit and assembly point.

**3.4 Assembly Areas**

3.4.1 At least 2 clearly marked and unobstructed assembly points, including those inside the building (shelter-in-place for extreme weather such as floods/tornadoes) and those outside in the open (evacuation for fires, explosions, and chemical spills) shall be set up for employees to assemble in case of an emergency.

3.4.2 Evacuated employees must be able to safely assemble at a reasonable distance from emergency exits so as not to interfere with the safe evacuation of the building during an emergency.

**3.5 Elevators**

Signs (in the local language for all employees to understand) shall be posted on all elevators to prevent their use in an emergency, unless the elevator is designed for fire or other emergency use.

**3.6 Firewalls**

Openings in fire walls and fire separation walls shall be protected by self-closing fire doors with a fire resistance rating equivalent to that of the fire walls and fire separation walls.

**4. Emergency equipment**

**4.1 Emergency lighting**

4.1.1 Adequate, functioning emergency lighting shall be provided on stairs, walkways, corridors, ramps, and access to exits, and other areas as required by applicable laws and regulations.

4.1.2 Emergency lighting may be powered by batteries or a standby generator.

**4.2 Fire Fighting Equipment**

4.2.1 All examples of equipment required or recommended by law (e.g., fire alarms) to detect and notify, monitor, and extinguish fires shall be installed and properly maintained.

4.2.2 All emergency equipment shall be regularly maintained and tested, and records of such testing, maintenance and proper functioning shall be maintained.

4.2.3 The use of asbestos-containing fire extinguishing materials, such as blankets, is prohibited.

**4.3 Stopping Devices**

Manual or automatic stopping devices shall be installed on any hazardous production equipment to avoid injury or damage in case of emergency.

**4.4 Chemical spill equipment**

4.4.1 Equipment capable of detecting, notifying the facility of, and responding to chemical substance-related emergencies shall be installed. Such equipment includes:

① Hazardous chemical substance smoke detectors

② Audio-visual alarms required by applicable laws and regulations.

③ Eyewash and emergency shower stations

④ Spill kit cabinets

**4.5 First Aid Equipment**

4.5.1 It shall be ensured that adequate and appropriate medical equipment is available, well maintained, and easily accessible to all employees throughout the facility and as close as possible to the assembly point.

4.5.2 A sufficient number of employees should be trained in first aid.

**5. Emergency equipment testing and maintenance**

5.1 It shall be ensured 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.

5.2 All testing must be conducted at least once a year or as required by applicable laws and regulations, and records of such testing and maintenance must be maintained.

**6. Emergency Contacts**

6.1 An emergency contact person shall be assigned to each work unit and each shift for internal communication in the event of an emergency.

6.2 Contact information for internal and external emergency responders/agencies shall be posted in public areas in a language that all employees can understand.

**7. Emergency Investigation and Analysis**

7.1 Adequate and effective accident investigation process is set up to implement the effectiveness of cause investigation and analysis, corrective measures and accident notification.

7.2 Written accident investigation procedures shall be established, including cause investigation and analysis, corrective action and accident reporting.

7.3 Accident investigation of personnel interviews, written documents, operating procedures, site photographs, operating records or machine equipment information, should be properly preserved documented information.

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

7.5 The cause of accidents should be statistically analyzed and included in the next year's safety and health goals.

7.6 Accident investigation results of the implementation of corrective or improvement measures, there should be tracking and checking mechanism.

7.7 Accidents and the results of investigations should take the initiative to notify the group or stakeholders, the content should include people, events, time, place and things.

**8. Training**

8.1 Emergency response program training should be provided to all employees.

8.2 Changes to company policies or procedures related to emergency preparedness must be communicated to all employees within 30 days of implementation.

8.3 All relevant personnel or designees must receive training at least 1 time per year.

8.4 Information on evacuation routes, assembly areas, and emergency contacts and procedures shall be provided to vendors and other temporary visitors.

**9. Emergency drills**

Emergency and evacuation drills shall be conducted in accordance with applicable laws and regulations, or at least 1 time per year if there are no applicable laws and regulations. Emergency and evacuation drills shall be included for all employees and employee performance in emergency evacuation shall be evaluated.

**10. Documentation**

10.1 A record of all documentation related to emergency drills shall be maintained.

10.2 Records of inspection and maintenance of all emergency/disaster prevention devices shall be maintained.

### (3) Infectious Disease Preparedness and Response

**Code of Conduct Requirements**

A program with reasonable steps shall be developed and implemented to prepare for, prevent, and respond to the potential for an infectious disease among all employees.

**Responsibility Standards**

**1. Communicable Disease Preparedness and Response Planning**

Establish and implement a written Communicable Disease Preparedness and Response Process to ① identify, assess, and control the spread of communicable diseases in the workplace; and ② keep abreast of guidance from relevant health agencies to identify recommendations for incorporation into Communicable Disease Preparedness and Response Planning. This plan should be based on a comprehensive risk assessment of the hazards associated with infectious diseases that may be encountered in the workplace.

**1.1 Procedures**

1.1.1 In the event that such a situation occurs, the procedures established in their infectious disease response plan should be followed and should include the following elements:

① An analysis of the sources of infectious disease to which employees may be exposed, including the individual risk factors to which employees are exposed;

② A system for identifying and implementing the necessary controls to reduce risk;

③ Processes used to identify, isolate, and transfer infected persons;

④ Cleaning and disinfection procedures for workstations, isolation rooms, dormitories and common areas (if applicable);

⑤ Confirmation of specialized cleaning and disinfection (if required) services;

⑥ Confirmation of medical and laboratory services.

**1.2 Infectious Disease Response Team**

1.2.1 An Infectious Disease Response Team (IDRT) should be organized and established with a Direct Responsible Individual (DRI).

1.2.2 The IDRT shall 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 the protection of the environment and the community.

**2. Infectious disease response practices**

**2.1 Employees**

2.1.1 Employees shall be protected from any inappropriate discrimination, harassment, and retaliation related to communicable diseases;

2.1.2 When a confirmed case report is received, make every effort to safeguard the employee's right to confidentiality in accordance with applicable laws and regulations;

2.1.3 Ensure that employees are paid in accordance with applicable laws and regulations during medical observation, isolation and quarantine, treatment, and downtime related to communicable diseases.

**2.2 Personal hygiene**

2.2.1 Provide adequate hand washing and hand drying facilities, including sanitation and disinfectant supplies, but not limited to hand cleansing soap, non-reusable paper towels, and dry hand sanitizer.

2.2.2 Encourage employees who are unwell to remain at home.

2.2.3 Employees are counseled not to share items, tools, or equipment when feasible.

2.2.4 Administer appropriate vaccinations and infectious disease control measures as recommended by local authorities.

**2.3 Supplies**

2.3.1 An inventory of supplies necessary to protect employees and prevent the spread of communicable diseases should be maintained. Adequate stocks of the following materials shall be maintained at all times. These supplies include, but are not limited to:

① Provide a choice of hand soap or dry hand cleaner in all restrooms;
② Masks, N95 protective masks (which should pass a fit test), gloves, protective clothing, and eye protection;
③ Cleaning and sanitizing materials, including cleaning cloths, soap and disinfectant;
④ Materials that may be useful in detecting and controlling the spread of disease (e.g., thermometers, dividers, quick sieves, etc.).
2.3.2 A protocol should be established to ensure that all of the above materials are disposed of properly.

**2.4 Air and waterborne transmission**

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

**3. Communicable disease surveillance and reporting**

3.1 Effective processes should be in place to ensure adequate surveillance of outbreaks in the workplace, local community, national and international. If the local government declares an infectious disease emergency, it should:
① Strengthen preventive measures related to infectious diseases in the workplace;
② Take reasonable actions to prevent the spread of infectious diseases in the workplace in accordance with local government guidelines.

**3.2 Case Management**

Employees should be encouraged to report any symptoms of infectious disease in a timely manner. If a case of infectious disease is suspected in the facility, one should:
① Control infected personnel in accordance with local government infectious disease control measures;
② Conduct a thorough investigation to identify all personnel who may have come into contact with suspected confirmed/diagnosed infected persons;
③ Enhance cleaning and disinfection in the workplace in accordance with local government guidelines and expert advice;

④ If an outbreak of infectious disease is confirmed in the workplace or in the local community, work closely with the local government to manage working hours, change the number of employees working in the factory, or close the workplace according to their guidelines;
⑤ If necessary, the facility should be reactivated according to the guidelines of the local government.

**3.3 Reporting**

Procedures for reporting suspected or confirmed cases in the workplace should be established, and any cases of infectious disease should be reported to the local government in accordance with applicable laws and regulations, if necessary.

**4. Training and Communication**

4.1 All employees, supervisors and managers, on-site contractors and vendors shall be educated and trained in the basic guidelines for communicable disease control, which include:
① Personal hygiene and sanitization including, but not limited to, hand washing, controlling coughs and sneezes, cleaning and sanitizing surfaces, and avoiding the sharing of tools, food, drinks, or equipment;
② Self-management and timely reporting of signs and symptoms of infectious diseases;
③ Proper use and disposal of personal protective equipment (PPE);
④ Proper handling and preparation of food.
4.2 Training should be conducted during initial orientation, annually, and during outbreaks of infectious diseases or pandemics.

**5. Documentation**

All documentation related to infectious disease preparedness and response should be maintained.

**(4) Occupational Injury and Illness**

**Codeof 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. The company shall allow workers to remove themselves from imminent harm, and not return until the situation is mitigated, without fear of retaliation.

**Responsibility Standards**

**1. Develop effective policies and procedures**

1.1 A safety policy should be developed to ensure that the factory has complete procedures and systems in place to minimize occupational injuries and illnesses, including reporting, recording and categorizing of injuries, provision of medical treatment etc.

1.2 Protective policies and clauses are in place to ensure that workers are able to report all work-related injuries and illnesses to the company without any penalty or dismissal.

1.3 Establish protective policies and provisions to ensure that workers are able to move away from imminent danger and return when the situation has abated without fear of reprisal.

**2. Establish first aid procedures**

2.1 Adequate and effective first aid procedures that incorporate the severity of medical emergencies and response processes (first aid, infirmary, local hospital) should be developed and implemented.

2.2 Trained and certified first aid personnel shall be assigned, and a sufficient number of first aid personnel, including qualified agents, shall be set up, taking into account shift, area, and number of people.

2.3 A complete and readily accessible first aid kit shall be provided to employees at a designated location.

**3. Management of occupational injury and disease investigation**

3.1 Written procedures for the investigation of work-related injuries and occupational diseases shall be established, including notification, investigation and analysis of causes, corrective measures, and accident reports.

3.2 Work-related injuries and occupational diseases stipulated by law shall be included in the documented procedures.

3.3 All work-related accidents, near misses, injuries and diseases shall be accurately tracked, reported, investigated, analyzed and classified.

3.4 There shall be a tracking and checking mechanism for the implementation of corrective or improvement measures for the findings of work-related injuries and occupational diseases.

3.5 In the event of a situation where a worker evacuates due to perceived imminent danger. Make complete and accurate reports.

3.6 Evaluate and report on the control of the previous hazardous situation before workers return to work, and provide a report concluding that "the emergency hazard has been removed".

**4. Health service and management (including occupational injury and disease management)**

4.1 Health management units shall be established in accordance with the law.

4.2 First-aiders shall regularly complete on-the-job education and training.

4.3 Occupational injuries or diseases shall be reported in accordance with the law.

4.4 Employee health checkups and special physical examinations shall be provided in accordance with the law, and the results shall be managed, tracked, and analyzed within the scope permitted by law.

4.5 Health promotion shall be incorporated into the management system of the organization to promote the objectives and conduct thematic advocacy and educational training activities.

4.6 Health services should include psychological counseling or emotional management and other psychological needs.

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

4.8 Health management responses for high-risk groups or groups exposed to high operational hazards should be included.

4.9 In the event of an occupational disease notification case or suspected case, follow-up discussions on operational risks, occupational disease counseling, causality discussions, and health management should be conducted.

**5. Training and communication**

Education and training related to occupational injuries and diseases should be implemented.

**6. Documentation**

All documentation records related to occupational injuries and diseases should be kept.

## (5) 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, the company shall look for opportunities to eliminate and/or reduce the potential hazards. If elimination or reduction is not feasible, potential hazards are to be eliminated or 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. At the same time, employees should be provided with adequate first aid supplies or facilities in theworkplace. 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**

1.1 An effective health and safety policy shall be established and effective processes implemented to identify and document foreseeable industrial hygiene hazards. Foreseeable hazards include, but are not limited to: physical, chemical substance and biological hazards.

1.2 Sources or tools for hazard identification include: flow charts, material catalogs, equipment lists, task lists, employee reports, inspection results, records of past accidents, etc.

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

① Process hazard analysis;

② Job hazard analysis;

③ Exposure assessment.

1.4 Risk assessment shall be conducted by personnel with specialized knowledge and methods.

1.5 Risk assessments of new or changed operational conditions shall be performed prior to commencing production or service.

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

1.7 The results of the risk assessment should be documented and action items should be followed through to closure.

1.8 The results of the assessment study should be reviewed or validated on a regular basis, at least annually.

**2. Levels of control**

2.1 The hierarchy of control shall be used to eliminate or mitigate identified hazards in the workplace, prioritized as follows:

① Eliminate the hazard;

② Substitution (replacement with less hazardous chemicals and processes);

③ Engineering controls (e.g., measures such as exhaust ventilation, containment, or isolation designed to reduce worker exposure to chemical, physical, and biological factors);

④ Process and management controls (limiting worker exposure time to hazards, implementing job rotation systems, etc.);

⑤ Personal protective equipment PPE (free to workers and regularly maintained and replaced to ensure effectiveness in reducing exposure)

**3. Control management**

**3.1 Monitoring and assessment**

3.1.1 A professionally qualified person or organization should be hired to conduct workplace industrial hygiene monitoring and assessment at least once a year. If there are applicable regulations, monitoring and assessment shall be conducted at the frequency required by the regulations (Note: Risk assessment must include exposure assessment for multiple chemical substances).

3.1.2 If the results of the monitoring and assessment exceed the occupational exposure limits specified in the regulations, take immediate action measures to provide appropriate engineering controls or temporary personal protective equipment until the results of 3 consecutive monitoring sessions (each of which should be at least one day apart) are below the occupational exposure limits.

3.1.3 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 the changed process or the MSDS (SDS) of the

hazardous chemical used in the new process introduces any physical/biological elements of occupational hazards to determine the need to implement additional industrial hygiene monitoring.

**3.2 Radiation Safety Management**

3.2.1 It shall 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 shall include:

① Appropriate warning signs, alarms, lights, and labels as required by applicable laws and regulations;

② Appropriate interlocks required by applicable laws and regulations shall be available on the operator's console and control panel.

3.2.2 Reasonable measures shall be taken to ensure the safety and protection of employees without exposure to radiation, including:

① Proper maintenance of radiation devices;

② Execution of radiation level measurements by an appropriately qualified inspection party, at least once a year, or at the frequency specified by local regulations, whichever is shorter in interval;

③ If any maintenance work involves lead chambers, moving or installing radiation devices, radiation testing shall be executed after such maintenance work is completed;

④ Radiation devices shall be operated in a controlled area and any person entering the controlled area shall wear a personal dosimeter (if such requirement is mandatory by relevant legislation);

3.2.3 Perform safety checks after tool installation or reinstallation, including but not limited to:

① Warning labels;

② Warning lights;

③ Interlocking devices;

④ Emergency shutdown.

3.2.4 Provide training for employees who may be exposed to radiation devices.

3.2.5 A person directly responsible for radiation safety management should be designated, who must be trained in radiation safety

management and, where applicable, must have a radiation safety certificate as required by law.

3.2.6 Where required by local law, appropriate records shall be maintained which reflect that occupational health monitoring of personnel exposed to radiation devices has been carried out as required.

**3.3 Ventilation**

3.3.1 Exhaust ventilation equipment shall be installed in the workplace to effectively collect and eliminate hazardous chemical exhaust emissions.

3.3.2 The exhaust ventilation system shall be monitored to ensure effective elimination of hazardous emissions by applying appropriate air speeds, airflow rates, discharge volumes and ventilation rates.

3.3.3 Exhaust emission collection equipment shall be installed as close as possible to the source of emission to improve collection effectiveness.

3.3.4 Piping and ducting shall be constructed of materials compatible with their intended use and shall be subject to regular maintenance and inspection.

3.3.5 Incompatible chemicals should not use the same exhaust system.

3.3.6 Processes using toxic or flammable gases, vapors, or combustible dusts shall be conducted in rooms or compartments, and these spaces shall be under negative pressure relative to the area in which they are located.

**3.4 Water Quality Testing**

Personnel with relevant qualifications or an external organization shall be engaged to conduct workplace water quality testing and assessment at least once a year, or at the frequency required by applicable regulations.

**3.5 Personal Protective Equipment (PPE)**

3.5.1 Appropriate PPE shall be provided to all persons at risk of exposure to occupational hazards in the workplace.

3.5.2 PPE must be provided in accordance with applicable regulatory requirements, SDS or risk assessment recommendations.

3.5.3 All employees shall be trained in the proper use of PPE prior to commencing work.

3.5.4 PPE shall be properly maintained and stored, and regularly inspected and replaced in accordance with the manufacturer's instructions.

**4. Training and Communication**

4.1 Appropriate training on industrial hygiene in the workplace shall be provided to employees in the local language to ensure that it is understood by all employees.

4.2 Health and safety related information shall be clearly posted on the equipment and facility enclosures.

**5. Documentation**

Record of all documentation related to industrial hygiene should be maintained

## (6) 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**

1.1 A written process shall be implemented to identify, evaluate and control human factors engineering hazards in the workplace.

1.2 Procedural, physical and managerial controls shall be implemented to minimize the hazards associated with heavy work.

1.3 The human factors risk assessment shall include the identification of operations and tasks with potential human factors engineering risks.

1.4 The scope of the assessment includes, but is not limited to, task observations, employee and supervisor feedback and surveys.

1.5 Perform a Human Factors Risk Assessment for all new or modified production lines, equipment, tools, and workstations that generate high physical labor operations.

**2. Human Factors Engineering Management**

2.1 Implement control measures to reduce human factors hazards and document the implementation process during the reduction or elimination of ergonomic hazards.

2.2 Prior to the start of production, reassess these operations and tasks using an ergonomic task analysis to ensure that ergonomic risk hazards are reduced or eliminated.

2.3 Inspections, audits, or job observations shall include human factors engineering hazard identification and operator communication, and records shall be maintained.

2.4 Ensure that employees are able to use appropriate equipment to carry heavy loads and that workstations do not require difficult postures.

2.5 Employees are free to report discomfort without retaliation.

**3. Training**

The content of safety and health education and training should include human factors engineering, such as analyzing work processes and actions, identifying human factors engineering hazards, improving methods and implementation, and evaluating effectiveness.

**4. Documentation**

4.1 All documents related to human factors engineering should be kept.

4.2 All evaluation and analysis reports should be kept, including employee opinions and any medical evaluations.

4.3 Human factors risk mitigation plan.

## (7) Machine Safeguarding

**Code of Conduct Requirements**

Production and other machinery shall be evaluated for safety hazards, and to minimize or eliminate the risk of mechanical injury. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers. Change management is required for both newly imported equipment and changed equipment, and the risk assessment of machinery safety need to be re-evaluated. 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 licenses**

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

**2. Machinery Risk Assessment**

2.1 A process should be in place to identify and document foreseeable machinery safety risks. Sources or tools for hazard identification include:

flow charts, material catalogs, equipment lists, task lists, employee reports, inspection results, past accident records, etc.

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

① Process hazard analysis;

② Job hazard analysis;

③ Exposure assessment.

2.3 Risk assessment shall be conducted by personnel with specialized knowledge.

2.4 Risk assessments shall be performed on new or changed equipment, workplace positions, workplaces or processes before they are put into production or use.

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

2.6 The results of the risk assessment shall be documented and action items followed through to closure.

2.7 The results of the validation assessment study should be viewed or scrutinized at regular intervals and the frequency of the assessment should be at least annually.

**3. Mechanical Protection Program**

**3.1 Detection and Alarm Devices**

3.1.1 Automatic devices should be purchased, installed and properly maintained to detect the presence of safety hazards in the workplace. Such detectors will alert employees by means of audible alarms, lights, or both.

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

3.1.3 Detector calibration shall be performed in accordance with the equipment manufacturer's calibration frequency assistance and local legal requirements.

**3.2 Interlocking Devices**

3.2.1 Interlocking devices shall be installed in the work area to control the operation of the equipment and to prevent human error or misbehavior and machine failure.

3.2.2 The interlock system shall be maintained in good condition.

**3.3 Machine guards**

3.3.1 Machine guards shall be procured, installed, and properly maintained to prevent production equipment hazards in the workplace.
3.3.2 Machine guards shall be maintained in good condition.
3.3.3 All machines shall be equipped with adequate emergency stop switches.

**3.4 Automated Systems**

Installation of automated systems in the work area reduces the use of labor and inherently reduces safety concerns, while being mindful of the hazards associated with co-operating robots.

**3.5 Hazard Communication for Machines and Equipment**

3.5.1 All machines and equipment in the workplace should have hazard warning signs indicating potential safety hazards that could cause injury to operators.
3.5.2 Warning signs shall be provided in the local language of the employee or in the form of pictures so that all employees can understand them.
3.5.3 For pictures and visual hazard warning signs without any text, training shall be provided to ensure employee understanding.
3.5.4 All machines or the vicinity of machines should be provided with operating instructions or safe handling signs.
3.5.5 It should be ensured that all employees are operating the machine safely.

**4. training and communication**

4.1 Appropriate training on the safe guarding of machinery should be provided to employees in the local language to ensure that all employees understand it.
4.2 Health and safety related information should be clearly posted above the equipment and facility enclosures.

**5. Documentation**

5.1 All documentation relating to the safe guarding of machinery should be maintained.
5.2 Records of regular machine inspections and preventive maintenance should be maintained.

## (8) 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 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 that meet international and national safety standards.

**Responsibility Standards**

**A. Dormitories**

**1. Develop effective control procedures**

1.1 Develop documented procedures to ensure that dormitory related and necessary permits are renewed prior to expiration.

1.2 Risk assessments, updates (in the event of significant changes), site inspections and emergency procedures are implemented for rented apartments/halls of residence.

1.3 Establish an adequate and effective cleaning and public health program.

1.4 An adequate and effective pest control program is in place.

1.5 An adequate and effective preventive maintenance program, including emergency response support facilities, is in place.

1.6 The site is inspected by authorized personnel and emergency procedures are implemented.

**2. Dormitory Facility Requirements**

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

2.2 Dormitory buildings shall be separated from areas and buildings containing production, warehousing, and chemical storage.

2.3 Dormitories shall be adequately lighted, ventilated and heated (where applicable), and each dormitory shall have at least one outdoor-facing window or skylight.

2.4 Beds shall be provided for each employee living in the dormitory, and the use of triple bunk beds and shared beds is prohibited; the distance between bunk beds shall not be less than 0.7 meters, and the width of the passage between parallel bunk beds shall not be less than 1.2 meters.

2.5 Separate 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.

2.6 Employees residing in dormitories shall be free to enter and leave their dormitory rooms and dormitory buildings at any time, and no check-in/check-out system shall require that employees residing in dormitories obtain permission to enter or leave the dormitory.

**3. Personal Space**

3.1 Each dormitory room shall have a personal living space of not less than 3 square meters per person, which includes personal storage areas but excludes balconies and washroom areas.

3.2 Each dormitory room shall not accommodate more than 8 persons.

3.3 The dormitory shall be equipped with a personal safety reserve space for each employee to facilitate the storage of personal belongings (clothing, toiletries, valuables and documents, etc.).

**4. Toilets**

4.1 Adequate toilets shall be provided for employees residing in the dormitory, with at least 1 squatting space guaranteed for every 15 employees;

4.2 Toilets shall be located at a distance of not more than 61 meters from each dormitory and shall be guaranteed adequate light, ventilation and cleanliness;

4.3 Separate toilet facilities shall be provided for men and women, with at least 1 squatting space for each sex in public toilet facilities;

4.4 Where male and female toilets are located in the same building, they should be separated by a solid wall from floor to ceiling;

4.5 All toilet facilities should be labeled "male" and "female" in the language of the local staff.

**5. Showers**

5.1 Adequate hot and cold water and pressurized showers shall be provided for staff residing in dormitories, with at least one shower for every 15 staff;

5.2 Showering facilities shall be located at a distance of not more than 61 meters from each dormitory and shall be required to be clean and sanitary, and the floor of the showering facilities shall be sloped downwards towards a properly constructed floor drain hole;

5.3 Separate shower facilities shall be provided for men and women; where male and female showers are located in the same building, they shall be separated by a solid wall from floor to ceiling; all showers shall be labeled "male" and "female" in the language of the local staff.

**6. potable water**

6.1 An adequate supply of free drinking water shall be provided for all dormitory employees.

6.2 Drinking water facilities must be no closer than 61 meters from each dormitory and must be clean and sanitary.

6.3 Drinking water shall be tested at least once a year and the drinking water test report shall be maintained and posted.

**7. Dormitory Security**

7.1 Each dormitory room as well as common areas should be equipped with appropriate ceiling lights or wall lights to ensure adequate lighting.

7.2 Durable, fly and rodent proof and clean containers for trash and other waste materials shall be located near each dormitory room. 7.3 Any improper or illegal wiring is prohibited.

7.4 The use of electrical equipment exceeding the maximum wattage of electrical outlets is prohibited.

7.5 The storage of hazardous, flammable or toxic chemicals is prohibited.

7.6 Proper use of electrical outlets, extension cords, and power strips should be taught through education and advocacy programs to avoid overloading.

7.7 Employees should be educated on the potential fire safety risks associated with smoking in non-designated smoking areas (e.g., dorm rooms, public rest rooms, etc.).

**8. Emergency Response**

8.1 Each dormitory and all common 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.

8.2 Appropriate fire-fighting equipment shall be provided at an easily accessible location not more than 25 meters from the dormitory and common assembly areas.

8.3 All dormitories shall have access to common areas or corridors, which shall be provided with a minimum of two exits that are clearly marked, unobstructed, and readily available for emergency use.

8.4 There shall be at least 2 clearly marked and unobstructed exits on each floor. Emergency lighting shall be provided in corridors, staircases and above each exit.

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

8.6 All dormitory sleeping rooms and common areas shall be posted with proper evacuation direction signs in the local language of the employees to ensure the timely, safe, and rapid evacuation of people in the event of a fire or other emergency.

8.7 Fire drills shall be held at least once every six months with participation of all staff on all shifts. Records of fire drills should be kept for at least 3 years.

8.8 Training on fire safety, emergency evacuation and the use of fire extinguishers shall be provided to all newly admitted hostel staff. Records of training should be kept for each year.

8.9 A first aid box should be provided in each dormitory for use by dormitory staff and should contain sufficient first aid items.

**B. Catering**

**1. Establish effective control procedures**

1.1 Develop documented procedures to ensure that catering related and necessary permits are renewed prior to expiration.

1.2 Safe food handling procedures and sanitation standards are developed and followed.

1.3 An adequate and effective cleaning and sanitation program is in place.

1.4 An adequate and effective pest control program is in place.

1.5 An adequate and effective preventive maintenance program, including emergency response support facilities, is in place.

**2. Environment**

2.1 The restaurant should be located more than 25 meters away from sources of pollution such as cesspits, cesspools, garbage dumps (stations), dry toilets, etc., and should be set up outside of the influence of dust, noxious gases, radioactive substances and other diffuse sources of pollution.

2.2 The food handling area should be set up indoors and effective measures should be taken to prevent food from being contaminated during storage and processing.

2.3 Separate compartments, areas or facilities are set up to store cleaning tools. Areas or facilities dedicated to the cleaning of cleaning tools are located in such a way that they do not contaminate foodstuffs and are clearly marked for differentiation.

2.4 A sufficient number of hand-washing facilities should be set up in the food handling area, and it is appropriate to set up hand-washing facilities in the dining area.

**3. Personnel requirements**

3.1 Catering food handling and service personnel shall undergo health examination and obtain valid health certificates.

3.2 Catering food handling and service personnel should wear working caps, and those who are in contact with food or cooked food should wear additional masks and gloves to prevent contamination of meals.

**4. Preparation of raw materials**

4.1 Suppliers with relevant legal qualifications should be selected for procurement.

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

4.3 Before transportation, clean the transportation vehicles or containers to prevent contamination of food. During transportation, dustproof, waterproof, food and non-food, different types of food ingredients (animal food, plant food, aquatic products, the same below) should be segregated, food packaging is complete, clean, to prevent contamination of food.

4.4 Food and toxic and hazardous substances shall not be mixed transportation, transportation of food and transportation of toxic and hazardous substances of the vehicle shall not be mixed.

**5. Food Storage**

5.1 Food storage and preparation areas shall be separated.

5.2 Food shall be properly stored in categories and zones (not on the floor; must be refrigerated if necessary).

5.3 Raw food and cooked food must be stored separately and kept covered at all times.

5.4 Stored food is labeled and used or disposed of before the expiration date.

**6. Processing**

6.1 Special tools, containers, and equipment should be used, and special cleaning and sanitizing facilities should be used to clean and sanitize before use and keep clean.

6.2 Different types of food materials, different forms of existence of food (raw materials, semi-finished products, finished products) are stored separately, and their holding containers and processing and production tools are classified and managed, used separately, and positioned for storage.

6.3 Containers and tools in contact with food shall not be placed directly on the ground or in contact with unclean objects, and shall not be used in auxiliary areas (e.g., restrooms, changing areas, etc.) for processing and preparing food, cleaning and sterilizing food and beverage utensils.

6.4 For food that needs to be cooked through, the center temperature of the food should reach 70℃ or above when processing and making.

6.5 should be retained in accordance with the varieties of food samples were placed in the cleaning and disinfection of special closed containers, refrigerated storage in special refrigerated equipment for more than 48 hours. The amounts of samples retained for each variety should be able to meet the needs of inspection, in accordance with the provisions of the laws and regulations of each country, and not less than 125 grams.

6.6 Should be managed by a person to keep samples of food, in the containers of food samples of food samples of food samples of food samples of food samples of the name of the name of the time (month, day, time), or labeling and sampling records corresponding to the logo.

**7. Meal service**

7.1 Special airtight containers and vehicles should be used to distribute food, and the internal structure of the containers should be easy to clean.

7.2 Before distribution, the compartments of transportation vehicles and distribution containers shall be cleaned, and containers holding finished products shall also be sterilized.

7.3 In the process of distribution, food and non-food, food in different forms of existence shall be separated using containers or independent packaging, etc., and the containers and packaging shall be tightly sealed to prevent food from being contaminated.

7.4 Tools for distributing dishes and organizing shapes shall be cleaned and sterilized before use.

7.5 In the process of serving food, clean trays and other tools should be used to avoid direct contact of practitioners' hands with food.

**8. Harmful biological control**

8.1 Harmful biological control should follow the principle of prioritizing physical control (sticky mouse boards, fly extinguishing lamps, etc.) and using chemical control (lagging spraying, etc.) in a conditional manner.

8.2 The walls and floors of the cafeteria/catering premises are free of gaps and the ceilings are in good repair. All pipes (water supply, drainage, heating, gas, air-conditioning, etc.) should be closed at the connection with the outside world or ceiling, and all the holes created by the crossing of pipes and wires should be sealed by using cement, stainless steel partition, steel wire blocking material, fireproof mud, etc., and the holes should be filled firmly without gaps. Use water-sealed floor drain.

8.3 All wire channels and distribution boxes (cabinets) are well closed.

8.4 Personnel, goods in and out of the channel should be equipped with rodent-proof boards, and the gap between the doors should be less than 6 millimeters.

8.5 Sticky rat boards, rat trapping cages, mechanical rat traps and other devices should be used, and rodenticides should not be used.

**9. Emergency response**

9.1 All cafeterias should be equipped with appropriate, functioning smoke detectors. The detectors should be inspected at least once a year to ensure that they continue to function properly.

9.2 Appropriate fire-fighting equipment should be located within 25 meters of the cafeteria and easily accessible.

9.3 All canteens should have at least 2 doors spaced at a distance apart to provide independent escape routes to the outside of the building or to internal corridors.

9.4 At least 2 clearly marked and unobstructed exits should be provided on each floor. Emergency lighting shall be provided in corridors, staircases and above each exit.

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

9.6 All cafeteria areas shall be posted with proper evacuation direction signs in a language understandable to employees to ensure the timely, safe, and prompt evacuation of people in the event of a fire or other emergency.

9.7 Fire drills shall be held at least once every six months with the participation of all canteen staff. Records of fire drills shall be kept for at least 3 years.

9.8 All cafeteria staff shall be trained on fire safety, emergency evacuation and use of fire extinguishers. Records of training should be kept for each year.

9.9 A first aid kit should be available for staff use and should contain sufficient first aid items.

### (9) Health and Safety Communication

**Code of Conduct Requirements**

Fii provides 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 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 any health and safety concerns without retaliation.

**Responsibility Standards**

**1. Language used for communication and training**

1.1 All communication and training shall be in a language that employees can understand.

1.2 All warning/hazard signs shall be in a language that employees can understand.

**2. Training Program**

2.1 Adequate and effective training programs are implemented and training programs and records are properly maintained.

2.2 Training programs for mechanical, electrical, chemical, fire, and physical hazards may be determined by a training needs assessment to determine minimum training requirements, but must include:

① The proper use of personal protective equipment (PPE);

② Types of emergencies that may occur in the workplace and what to do in an emergency, including internal and external evacuation assembly points;

③ Machine safety and the use of safety guards and emergency stops;

④ The process of how to report occupational injuries or illnesses;

⑤ Procedures for working with hazardous gases and confined spaces to be carried out prior to entering confined spaces;

⑥ Lockout/tagout lockout/tagout (LOTO) procedures;

⑦ Employees should be trained before starting a new job and periodically thereafter according to the training program;

⑧ Employees responsible for storing, removing or disposing of chemical substances shall receive specialized training;

⑨ Occupational health professionals or first aiders should be trained at an outside organization or, where permitted by local law, trained and certified by an in-house qualified licensed health professional (e.g., physician).

**3. Communication Process**

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

3.2 Potential workplace hazards to which employees are exposed shall be clearly posted in the plant or placed in a location that is recognizable and accessible to employees.

3.3 All hazards present at the site and actions to drive health and safety workplace improvements should be included in the communication, and all employees and visitors should be informed of internal and external safe evacuation assembly points.

**4. Notification of health and safety issues**

4.1 There should be an adequate and effective program (e.g., an incentive system) for receiving, reviewing, and responding to reports of safety concerns.

4.2 Employees should be encouraged to raise health and safety concerns without fear of reprisal.

4.3 Clearly communicated and easily accessible channels for feedback (e.g., suggestion boxes, etc.) should be available.

**5. Evaluation of Effectiveness**

The training, communication and health and safety notification programs must be evaluated periodically, at intervals of no more than three years, or sooner if significant changes occur.

**6. Training and Communication**

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

6.2 Employees are provided with educational materials (e.g., safe work instructions, operating instructions, etc.) relevant to the risks involved in the hazards to which their duties expose them, so that they can perform their duties safely.

6.3 Examples of control measures include personal protective equipment (safety glasses, gloves, and earplugs), operating procedures (lockout/tagout, mixing of chemicals), and engineering controls (ventilation, guarding of machines at the work site, building fire protection systems).

6.4 Complaint records show that employees have not been retaliated against for raising health and safety concerns.

**7. Documentation**

All documentation related to health and safety communications should be retained.

# IV.Environment

## (1) Materials Restrictions

**Code of Conduct Requirements**

Fii had 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**

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

①A documented review process for comparing customer requirements with your own specifications.;

②A documented review process used to ensure that purchased materials, packaging, and components meet customer requirements;

③ 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**

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

① Records of the chemical composition of the product are available for review;

② Obtaining technical specifications, compliance reports, or warranties from suppliers;

③ Testing and reporting records for the past 10 years are available for review.

## (2) Hazardous Substances

**Code of Conduct Requirements**

Chemicals, waste 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. Hazardous waste data shall be tracked and documented.

**Responsibility Standards**

**1. Policy and Procedures**

1.1 Establish policies and procedures related to hazardous substances, which need to include:

① Hazardous substances, including hazardous waste, shall be properly classified, labeled, handled, stored and transported, and disposed of through government-approved and/or licensed suppliers.

② Ensure that employees are aware of the hazardous substances they handle, the risks they face, and how to protect themselves.

③ Hazardous waste needs to be disposed of safely and disposal suppliers need to be effectively evaluated.2.Operation Management.

**2.1 Hazardous Chemicals and Hazardous Waste Collection and Storage**

2.1.1 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：

① Hazardous chemicals and hazardous waste should be collected and stored in appropriatecontainers according to their chemical and physical characteristics；

② Secondary containment should be provided to prevent leakage during collection fromthe production area and transfer to the waste storage area;

③ 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；

④ The containers must be in good condition and capable of preventing leakage or spillage；

⑤ Hazardous waste must not be stored on-site for longer than the period specified inapplicable local regulations；

⑥ Hazardous waste containers are inspected on a weekly basis to ensure that thecontainers are intact, leaks are prevented and missing, or incorrect label is detected andcorrected in a timely manner.

**2.2 Storage Areas**

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

① Building materials and electrical equipment should be compatible with the stored items;

② Signs required by the relevant regulations should be displayed both inside and outsidethe 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 andother activities;

③ Unauthorized access to the storage area is prohibited;

④ Use of closed storage or other means of covering to prevent contamination of the environment;

⑤ Equipped with secondary containment that can collect and store leaks or spills;

⑥ Design and construct spill containment berms or cofferdams in areas where liquidhazardous chemicals, waste is stored to prevent spills or leaks that could result inpollution of soil, groundwater, surface water, or entry into the stormwaterpipelinenetwork;

⑦ Firefighting equipment shall be readily available and easily accessible;

⑧ Equipped with an alarm system that can alert employees and outside emergencyresponders in the event of an emergency;

⑨ Areas where volatile, acidic, alkaline, or corrosive substances are stored shall beequipped with protective equipment consistent with the protection of the environmentand safety;

⑩ Handlers should be equipped with personal protective equipment;

⑪ The storage area for personal protective equipment should be appropriately located toensure quick access by personnel and to keep the equipment intact and functioningproperly;

⑫ Entrance and exit aisles should have adequate space for emergency response personneland equipment to enter and exit.

⑬ Areas where chemicals are used and stored should be effectively controlled for temperature, safety, ventilation and fire risk.

**3. Identification of the Waste**

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

3.2 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**

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

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

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

① Register all waste in accordance with applicable regulatory requirements;

② Obtain a license to dispose of waste in accordance with the requirements of applicable regulations;

③ If there are any changes that may cause a change in the content of the waste registration, you must apply to the competent authority for a change in the license.

**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**

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

6.2 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:

① Require the supplier to develop and implement preventive measures for improvement;

② Keep written records and cleanup declaration forms related to all hazardous chemicalsubstances and hazardous waste in accordance with local and national regulations.

**7. Removal and Treatment Supplier Evaluation**

7.1 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.

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

**8. Emergency Response**

8.1 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.

8.2 Ensure that the emergency coordinator is on duty at all times during plant operations.

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

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

**9. Training and Communication**

9.1 Hazardous chemical substances, hazardous waste handling, storage, and emergency response training shall be provided to relevant personnel and records shall be kept.

9.2 Employees shall be provided with training on the proper use, maintenance, and storage of personal protective equipment.

9.3 Information on hazardous substances [labels and Safety Data Sheets (SDS, formally MSDS)] or characterization of hazardous waste shall be posted in areas where chemicals are used or areas where they are stored in a language that is understood by employees.

**10. Documentation**

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

① Records of employee training shall be retained for a minimum of 5 years, or such otherretention period as may be required by applicable regulations, whichever is longe；

② Records of employee medical examinations shall be retained for a period of 30 years inaddition to the employee's years of service or in compliance with applicable statutoryrequirements, whichever is longer;
③ Relevant licenses and registrations required by applicable statutes or the Standards;
④ Weekly inspection records shall be retained for 5 years;
⑤ An up-to-date waste lists.;
⑥ Cleanup form records should be retained for 5 years;
⑦ An up-to-date list of contractors who are directly reusing, removing, and treating the waste;
⑧ All relevant incident records should be retained for 5 years.

### (3) Solid Waste

**Code of Conduct Requirements**

Fii shall implement a systematic approach to identify, manage, reduce, and responsibly dispose or recycle solid waste (non-hazardous). Waste data shall be tracked and documented.

**Responsibility Standards**

**1. Removal and Treatment Supplier Evaluation**

1.1 Waste removal, treatment, and reuse should be entrusted to a legally licensed waste removal, treatment, and reuse supplier.
1.2 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.
1.3 The removal and treatment supplier should be evaluated regularly or when significant changes occur.
1.4 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:
① Require the supplier to develop and implement preventive measures for improvement;
② Written records and cleanup declaration forms related to all business waste disposalshould be maintained in accordance with local and national regulations.

**2. Identification of Waste**

2.1 All sources of waste should be identified and each source categorized as hazardous or general waste in accordance with applicable regulations.
2.2 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**

3.1 A systematic approach to identifying, labeling, reducing and managing waste shall be used to ensure that it is handled, moved, stored, used, recycled or reused and disposed of in a safe and proper manner, including but not limited to:
① Solid waste is stored in well-designed and well-maintained cabinets or storage rooms.
② Solid waste is stored in appropriate, properly labeled containers.Solid waste should be properly handled, transported, used, and stored by trained personnel.
③ Areas where waste is used and stored should be effectively controlled for temperature, safety, ventilation, and fire risk.
3.2 Emergency eyewash and shower facilities are provided in areas where chemicals and hazardous substances are used or stored.

**4. Treatment Permit**

4.1 Current production activities should obtain the necessary environmental permits and other necessary approvals.
4.2 For any changes that may alter operations, a plan should be developed and sufficient time should be allowed to renew the relevant waste permits.
4.3 Waste permits and reporting requirements as stipulated in applicable regulations should be complied with. The following should be done:
① Register all waste in accordance with applicable regulatory requirements；
② Obtain a permit for waste disposal in accordance with applicable regulatory requirements；
③ Apply to the competent authorities for a change permit if there are any changes thatmay 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**

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

6.2 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.

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

①Implement improvement preventive measures；

②All relevant written records and cleanup declaration forms should be kept in accordancewith local and national regulations.

**7.Emergency Response**

7.1 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;

7.2 Ensure that the emergency coordinator is on duty at all times during plant operations；

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

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

**8. Training and Communication**

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

8.2 Hazard symbols, information and waste characterization and response information should be posted at appropriate locations in a language that employees can understand.

8.3 Provide appropriate personal protective equipment (PPE) to employees handling waste and train employees in the proper use, maintenance and storage of PPE.

8.4 Employees should be adequately communicated with to ensure that they have the right to refuse tasks they consider hazardous without penalty or dismissal.

**9. Documentation**

9.1 Records related to solid waste management shall be maintained in accordance with the following requirements:

① Employee training records shall be retained for a minimum of five years or such other retention period as required by applicable regulations, whichever is longer;

② Employee health inspection records shall be retained for a period of 30 years or other retention period required by applicable regulations to be filed, whichever is longer, on top of the number of years the employee has been in service;

③ Relevant permits and registrations required by applicable regulations or these standards;

④ Up-to-date waste manifests;

⑤ Records of cleanup coupons shall be retained for 5 years;

⑥ Up-to-date list of contractors who directly perform reuse, removal, and disposal;

⑦ All related accident records shall be retained for 5 years.

### (4) Air Emissions

**Code of Conduct Requirements**

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals 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 MontrealProtocol and applicable regulations. Fii shall conduct routine monitoring of the performance of its air emission control systems.

**Responsibility Standards**

**1. Administrative Permit**

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

1.2 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)**

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

2.2 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**

3.1 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.

3.2 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**

4.1 Sources of emissions shall be declared or registered in accordance with applicable regulations.

4.2 Appropriate air pollution prevention systems for regulated emissions shall be installed and maintained, and all related plans shall be approved by all applicable authorities.

4.3 Exhaust ventilation systems shall be provided for monitoring emissions at the source and for activating pollution treatment systems.

**5. Assessment and Monitoring of Air Pollutants**

5.1 A program shall be established to monitor the composition of exhaust emissions and to calculate total emissions from all sources identified on the exhaust emissions inventory.

5.2 Exhaust emission analyses shall be performed in accordance with the discharge permit, state or local regulations, and not less frequently than the regulated frequency to ensure compliance with applicable regulatory requirements and the requirements of this standard.

5.3 Exhaust gas sampling shall be conducted under normal operation and the relevant permit requirements for air pollution prevention and control.

5.4 Exhaust emissions shall be controlled within legal emission standards and exhaust emission test reports shall be submitted in accordance with the requirements of all applicable authorities.

**6. Air Pollution Control Operation and Maintenance**

6.1 Pollution abatement techniques shall be implemented prior to the generation of any pollutants. Changes in emission control technology or exhaust emission monitoring requirements shall be planned for and provide sufficient time to implement the changes and obtain approvals.

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

① Identify and document personnel responsibilities and training requirements for operation, inspection, and maintenance of the air pollution prevention system;

② Apply standard operating procedures for preventive maintenance that conform to manufacturer specifications, recommendations, and other standards;

③ Identify and document critical parameters to monitor the effectiveness of the air pollution prevention and control system and determine the frequency of routine inspections in accordance with permit requirements, preventive maintenance requirements, and other factors to ensure continued proper operation of the equipment, and the inspection schedule should include all shifts under routine plant conditions;

④ Documentation of shutdown of air pollution prevention systems. Prior to shutting down the exhaust emission control system for any reason, process equipment that vents gases into the air pollution prevention

system shall be suspended to prevent leakage of exhaust emissions. Only after the air pollution prevention system is functioning properly shall the operation of the relevant process equipment be resumed.

⑤ All air pollution prevention systems should be regularly serviced to detect and repair any operational problems. Logs should also be kept to record inspection and maintenance problems that have been identified and repaired.

**7. Emergency Response**

7.1 Contingency preparedness and countermeasures shall be implemented in case of any air pollution prevention and control system malfunction, maintenance, and reporting and proposing improvement measures to the local competent authority within the time specified in the regulations.

7.2 Exhaust emission monitoring shall be carried out as soon as possible after receipt of any community complaint to determine the status of exhaust emissions and implement improvement measures, if any.

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

**8. Training and Communication**

8.1 Training shall be provided in accordance with local and national requirements for personnel involved in the maintenance and inspection of relevant air pollution prevention and control systems.

8.2 In addition to any other required training or instruction, relevant personnel shall be trained in the following:

① Identify and understand all exhaust emission source locations, exhaust stacks, and applicable exhaust emission control technologies;

② Appropriate contingency measures in the event of an air pollution prevention system malfunction;

③ Specific operational requirements and regulations related to the maintenance of air pollution prevention systems.

**9. Documentation**

9.1 Written records related to exhaust gas management shall be maintained for the past five years. Necessary information that should be to be retained includes, but is not limited to:

① The list of exhaust emission sources and ozone depleting substances is current and accurate;
② Test and monitoring results of exhaust emission sources;
③ Licenses, permits and other registration documents;
④ Records, permits, or approvals for expansion, alteration, or new acquisition of air pollution prevention systems;
⑤ Communication with external parties (including but not limited to community groups and authorities) on information related to exhaust emissions.
⑥ Written records of communication with external parties (including but not limited to community groups and competent organizations) on information related to exhaust emissions;
⑦ All inspection and maintenance records.
⑧ Reports of unusual environmental events and improvement measures taken in response;
⑨ All records of improvement and preventive measures taken for any deficiencies, complaints, notices of violations, etc;
⑩ Records of emergency response plans and drills for environmental emergencies.
9.2 Air pollution prevention and control system operation, inspection, maintenance personnel should be kept for the past five years of training records, or in accordance with the requirements of the applicable laws and regulations to keep the relative number of years, whichever is longer.
9.3 If the workshop has not been shut down and the air pollution prevention system has not been deactivated, it should properly keep the emission permit, the EIA audit, the design of the prevention system, the operation manuals, and the environmental protection acceptance data, to ensure that it meets the requirements of the governmental units' auditing.

### (5) Boundary Noise Management

**Code of Conduct Requirements**

Identify, control, monitor, and reduce noise generated by the facility that affects Boundary Noise levels.

**Responsibility Standards**

**1. Boundary Noise Identification**

1.1 The company shall select qualified personnel or an outside organization to monitor and control noise to ensure compliance with all applicable regulations.

1.2 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.

1.3 A boundary noise report should be used to identify operations that cause boundary noise and to develop a list of such operations or equipment.

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

1.5 In the event of any community noise complaint incidents, the noise should be reassessed against the conditions and the noise level standards for the boundary should be set accordingly.

**2. Boundary Noise Level Control**

2.1 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.

2.2 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**

3.1 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：

① Concerns about changes to applicable regulatory standards.；

② Periodic inspections of boundary noise source, including location, installation, operating rules, controls, and maintenance logs;Applicable local standards for plant noise should be met.

**4. Operation and Maintenance**

4.1 A plan for managing boundary noise s hall be developed and maintained, which shall include source identification, assessment,

monitoring, and control of boundary noise, and compliance with applicable laws and regulations;

4.2 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 and/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**

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

6.2 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.

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

6.4 Any documents relating to preventive maintenance of boundary noise control equipment should be retained.

### (6) Environmental Permits and Reporting

**Code of Conduct Requirements**

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

**Responsibility Standards**

**1. Environmental Licensing and Reporting**

1.1 Adequate and effectively documented processes should be developed and implemented for the control of environmental related permits, and the control tracking mechanism for the validity period of each permit should be implemented.

1.2 Should report to the relevant local and national regulatory agencies any changes that may alter the registration status and lead to changes in the content of the approved environmental license.

1.3 The various environmental permits, approval instruments, registrations and licenses required by statute shall be available and in force for review.

For example (including but not limited to):

① Waste gas discharge;

② Sewage discharge;

③ Storm water discharge;

④ Storage and use of hazardous materials;

⑤ Disposal of waste.

**2. Documentation**

Copies of all internationally or nationally required environmental protection related permits should be kept on file for inspection.

### (7) 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 company should use the natural resources sparingly, including but not limited to water, fossil fuels, minerals, and raw forest materials, such as improved production, maintenance and equipment processes, the use of alternative materials, strategies for reuse, resource conservation, recycling, or other methods.

**Responsibility Standards**

**1. Resources Management Plan**

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

1.1.1 Criticality Assessment: Identify critical environmental considerations and develop a plan for monitoring and controlling the risk of these considerations.

1.1.2 Set clear annual targets and indicators for the various sources of emissions, waste(including hazardous waste), and natural resources used that should be identified, andtrack annual progress：

① Reduce resource consumption；

② Reduce waste and pollution generation；

③ 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:

①A material assessment (updated when equipment, processes, or substances used orchanged).

② Data on emissions of various substances discharge, pollutant releases, waste, and naturalresources.

## (8) Water Management

**Code of Conduct Requirements**

Fii 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. Fii 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. Water Management**

**1. Efficient Water Use**

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.

**2. Water Pollution Control**

**2.1 Water Pollution Permit**

2.1.1 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：

① Obtain and hold all wastewater discharge permits in accordance with applicable lawsand regulations；

② Renew permits/registrations before changes occur；

③ Report or register wastewater discharges in accordance with applicable laws and regulations.

**3. 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.

**4.Wastewater Source Management**

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

① The list should include the composition and volume of each wastewater source；

② The list should be revised after any changes are made that may affect wastewater；

③ The list should be reviewed annually；

④ The concentration of pollutants in wastewater discharged to the wastewater treatmentplant shall comply with the wastewater treatment plant design standards.

**5. Wastewater Discharge Control**

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

5.2 The company should：

① Comply with all applicable laws , regulations, and requirements relating to wastewaterdischarges；

② Assess the impacts to the wastewater treatment system before changes occur；

③ Ensure compliance with current wastewater discharge requirements;

④ Not intentionally dilute wastewater；

⑤ Comply with the requirements for recycling and reuse of wastewater as set out by therelevant competent authorities；

⑥ Treat or discharge wastewater in accordance with approved environmental permits andother applicable regulations.

**6. Assess and Monitor the Discharge of Wastewater**

6.1 Monitor the quality/quantity of wastewater discharges in accordance with regulatory requirements.

6.2 The selected monitoring indicators should be representative of the pollutant of primary concern and should include indicators required by the permit or applicable regulations.

6.3 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.

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

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

**7. Operations and Maintenance**

7.1 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：

① Clearly define and document personnel duties and training requirements for operation,inspection, and maintenance of the wastewater treatment facility；

② Develop standard operating procedures for maintenance and repair that incorporateproduction characteristics and industry experience；

③ Establish key parameters for monitoring the effectiveness of the wastewater treatmentfacility 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；

③ Define and document the operational procedures for shutting down the Wastewater treatment facility. The discharge of wastewater to the wastewater treatment facilityshould be suspended and the discharge of untreated wastewater to the outside should beprevented until the wastewater treatment facility has been shut down for any planning reason

(e.g., maintenance, overloading, or malfunction). Resumption of operation of theassociated production equipment should only take place after the wastewater treatment facility is functioning properly.

**8. Water Pollution Control Emergency Response**

8.1 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：

① If the wastewater treatment facility is overloaded：

② Discharge of wastewater from the production area to the wastewater treatmentfacility should be stopped；

③ Internal storm drain inlets should be isolated to prevent pollution from wastewater；

④ Excess wastewater should be directed to a backup collection facility/container.

8.2 Handling of malfunctioning wastewater treatment facility:

① Wastewater treatment facilities should immediately stop discharging wastewateroutside the factory；

② Discharge of wastewater from the production area to the wastewater treatmentfacility should be stopped；

③ Wastewater treatment facility equipment should be replaced or repaired in a timely manner so that the wastewater treatment facility can resume normal operationpromptly；

④ The malfunction should be reported to the local authorities in accordance with applicable laws and regulations；

⑤ If polluted wastewater exceeding the permitted limits has been discharged, thelocal competent authorities should be notified, and relevant measures should betaken；

⑥ 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.

**9. Training and Communication**

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

9.2 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.

9.3 The notification should include the probable cause of the abnormal environmental event and preventive measures for improvement.

**10. Documentation**

10.1 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：

① Licenses, permits, and other statutory registration documents；

② Wastewater source list；

③ Wastewater discharge monitoring results；

④ Records and permits for expansion, alteration, or construction of new wastewater treatment facilities；

⑤ Written records of wastewater - related information communication with external parties, including but not limited to community groups and local authorities；

⑥ Records of routine inspections and maintenance；

⑦ Reports of unusual environmental events and improvement response measures taken；

⑧ All records of improvement or preventive measures taken for any deficiencies,complaints, and notices of violation；

⑨ Records of training for all personnel on operating, inspecting, and maintaining the wastewater treatment facility.

**B. 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 thestormwater management plan in accordance with the relevant requirements.

**3. Source of Pollution Identification**

3.1 Potential sources of pollution that may affect the runoff of stormwater should beidentified. Potential sources of pollution can be identified through the following measures:

① Develop a list of industrial activity areas and their pollutant constituents thatexposed to stormwater;

② Develop lists and describe potential spills and leaks that may result in contamination of stormwater discharges and indicate outfalls that may be impacted.

3.2 A plant stormwater flow map shall be prepared with the following information:

① 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;

② The location of surrounding bodies of water that may receive stormwater discharges and legal non-stormwater discharges, and the location of municipal stormwater lines;

③ The location of the stormwater collection and conveyance system, the location of associated discharge points, and the direction of water flow;

④ Outline of all impervious areas of the facility, including paved areas, buildings, roofed storage areas, and other roofed structures;

⑤ Locations where materials are exposed to precipitation;

⑥ Location where chemical (and waste liquid) loading and unloading;

**4. Discharge Control**

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

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

4.3 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.

4.4 No water is allowed to be discharged from the stormwater outlet on non-rainy days.

**5. Evaluation and Monitoring**

5.1 Periodic monitoring of stormwater discharges shall be conducted in accordance with applicable regulations.

5.2 The effectiveness of control measures to minimize or eliminate pollutants in runoff from stormwater should be evaluated through monitoring of stormwater discharges.

5.3 Discharge Assessment: Each department should periodically inspect the stormwaterditches under their jurisdiction and if unusual colors, odors, bubbles, oily sheen, etc. arefound in the ditches, further action should be taken, including tracing the cause andconfirming whether or not the water is being discharged into the ditches；

5.4 Sampling and Testing: If necessary, water samples from the stormwater ditches shouldbe sampled and tested to identify the source of contamination；

5.5 Where environmental protection authority come to take samples for inspection, samplesmust be taken for internal inspection at the same time；

5.6 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**

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

7.2 Immediately shut down the stormwater discharge support measures and open theemergency pool system to allow contaminated stormwater to flow into the emergencypool；

7.3 Turn on the sump pumps to pump the contaminated stormwater from the system intothe 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**

9.1 The following files related to stormwater management should be retained：

① Stormwater control or treatment system diagrams；

② Records of employee training for the past 5 years or as required by applicable regulations；

③ Records of internal incident investigations and follow-up improvement measures/completion status for the past five years.

### (9) Energy Consumption and Greenhouse Gas Emissions

**Code of Conduct Requirements**

Fii shall establish and report against an absolute corporate-wide greenhouse gas reduction goal. Energy consumption and all Scopes 1, 2, and significant categories of Scope 3 greenhouse gas emissions shall be tracked, documented, and publicly reported. Fii shall 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 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**

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

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

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

3.4 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：

① Annual target；

② Reduction actions and target achievement progress monitoring by senior management；

③ Adjustments are made for any deviation；

3.5 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**

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

4.2 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.

4.3 The company shall set an overall emission reduction target annually and the progress of achieving the reduction target should be monitored.

4.4 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:

① Annual target；

② Specific reduction actions；

③ Reduction actions and target achievement progress monitoring by senior management；

④ Adjustments are made for any deviation.

⑤A third-party inventory of GHG emissions within the boundary should be conducted.

4.5 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**

5.1 All GHG emissions within the entire company’s boundary, including Scope 1, Scope 2, and Scope 3, shall be reported publicly.

5.2 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:

① Records of energy and GHG emissions lists are retained and available for review;

② Inspection records of energy and GHG emissions and their points of use are retained and available for review;

# VI. Responsible Sourcing of Minerals

## Code of Conduct Requirements

Fii adheres to international standards and governmental and non-governmental regulations on conflict minerals, and will never accept or use "conflict minerals" that seriously violate human rights or support non-governmental armed groups. Based on the principle of supporting local economic development worldwide, Fii may accept legally sourced minerals from the Democratic Republic of Congo and neighboring countries that have been certified by third parties. To ensure the legality of mineral sourcing, we require suppliers to trace the presence of gold (Au), tantalum (Ta), tin (Sn), tungsten (W), cobalt (Co), and mica in the products they produce. Or any other minerals notified by Fii to the supplier in the products they manufacture to reasonably assure that they are sourced in away consistent with the Organization for Economic Co-operation and Development (OECD) *Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas* or an equivalent and recognized due diligence framework.

In addition, Fii's suppliers are required to fulfill their due diligence on conflict-free minerals pursuant to the relevant international standards and regulations.

## Responsibility Standards

### 1. Supplier Due Diligence Management System

**1.1** Develop an appropriate management system,a due diligence management system shall include：

① Risk identification；

② Risk prevention and mitigation；

③ Third Party verifications or audits of Supply Chain due diligence；

④ A mechanism for reporting applicable risks;

### 2.Operation Management

### 2.1 Risk identification

2.1.1 Each BUs shall identify the high risks in their supply chains by first understanding the processors of relevant minerals or relevant materials in their supply chains.

2.1.2 For relevant materials, high risks shall be identified back to the source or origin level. Such as gold (Au), tantalum (Ta), tin (Sn), tungsten (W), cobalt (Co) and Mica.

**2.2** Supply Chain Mapping

2.2.1 Each BUs shall map their supply chains for relevant minerals and relevant materials. This mapping shall occur at least annually, or additionally as requested by stakeholders, and include:

① Identification and location information with respect to all of a supplier's subcontractors and sub-suppliers associated with relevant minerals and relevant materials;

② Identification of the processors of relevant minerals and relevant materials;

③ The country of origin of all relevant minerals and relevant materials;

**2.3 Risk Mapping**

2.3.1 Each BUs shall map the particular risks in their supply chains annually, regardless of whether such risks are at the level of processing, trading and transporting, or mining, farming or production of relevant minerals or relevant materials;

2.3.2 Use reasonable efforts to track whether these specific risks are associated with Goods provided to all stakeholders;

2.3.3 Company are expected to proactively and regularly consult current country risk information sources to determine whether relevant minerals originate from or are transported through high risks regions, and whether relevant materials originate from high risks regions or from a source or origin of high risks;

2.3.4 Require the processors and mining companies complete approved risk assessments to gather information on applicable risks;

2.3.5 Use multiple sources of information to determine or confirm the existence of High Risks. Sources of information may include general risk notifications and reports from governments, local or international non-governmental organizations, civil society groups, research organizations, or other Third Party organizations.

**2.4 Risk Prevention, Mitigation, and Resolution**

2.4.1 If a suspected or actual risk is identified in the supply chain, the supply chain should be asked to address the identified high risk in a timely manner and use the grievance channel to report the risk and request appropriate action to address the identified high risk.

2.4.2 Reasonable steps should be taken to track and report on measures taken by the supply chain that do not address the risk, and to assess their effectiveness and correctness.

2.4.3 Removal of Non-Participating supply chain actors, company shall terminate relationships with supply chain actors that are:

① Unwilling to engage in necessary supply chain and risk mapping, resolutions of high risks, and verifications or audits ；

② Associated with Red Flag Risks but have not taken appropriate timely action to mitigate the corresponding risk.

**3. Training and Communication**

The company's responsible minerals sourcing policies and requirements should be effectively communicated to the supply chain to ensure supply chain compliance.

**4. Documentation**

All risk assessment reports on the supply chain should be retained;

Due diligence reports on the supply chain should be retained;

# IX. Community Engagement

## Code of Conduct Requirements

Fii is committed to respecting the communities where we work. We strive to contribute positively to community development and minimize any potential disruptions. The company should develop community initiatives and encourage all employees to participate in various public affairs and charity events, aiming to contribute to the sustainable development of the community and thereby promote social and economic development.

## Responsibility Standards

### 1. Policies and Procedures

1.1 Effective policies should be formulated and implemented to help promote local social and economic development.

1.2 Establish open and transparent communication channels to ensure that community members can fully express their demands and opinions.

1.3 Establish, develop and implement community participation programs to support sustainable community development (e.g., education, health, infrastructure improvement and economic development projects).

### 2. Operation and Management

2.1 Shall closely liaise with and assist local communities in accordance with local conditions to promote economic and social development.

2.2 Establish partnerships and work with local organizations, NGOs, government agencies and other stakeholders to support community development projects.

2.3 Carry out community impact assessments, conduct regular community impact assessments to understand the impact of the company's activities on local communities, ensure that the company's operational activities do not lead to negative consequences, and seek improvement measures.

### 3. Training and Communication

3.1 Training should be provided to those responsible for designing and carrying out community engagement.

3.2 Training should be communicated or provided to volunteers prior to each community activity, including but not limited to: background of the activity, precautions and requirements, and professional skills training.

### 4. Documentary Records

Records of all documents related to community involvement should be kept.