



# SHINIH ENTERPRISE CO., LTD

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## SUPPLIER CODE OF CONDUCT

Shinih Enterprise Co Ltd. (“SHINIH”) expect our suppliers (“Suppliers”) to cooperate in accordance with the principles set forth in this Code and in full compliance with the laws, rules and regulations of the countries where work is carried out. SHINIH expects Suppliers to ensure that this Code of Conduct is conveyed to their subsidiary and affiliated entities as well as any subcontractors.

The Code comprises standards of five sections: (A) Integrity (B) Management Systems (C) Labor & Human Rights (D) Health & Safety (E) Environmental Standards.

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### **A. Business Integrity**

The highest standards of integrity need to be upheld in all business interactions. Suppliers shall adhere to all applicable laws and have a zero-tolerance policy to prohibit any and all forms of bribery, corruption, fraud, extortion and embezzlement.

#### 1 No Improper Advantage

Do not to promise, provide, approve, give or receive bribes, anything of value, or other forms of improper advantage (whether directly or indirectly through a third party) in order to obtain or retain business, transfer of business to others, or obtain improper advantage.

#### 2 Disclosure of Information

All business transactions should be transparently performed and accurately recorded accordingly. Information regarding related labor, health and safety, environmental protection activities, business activities, organization structure, financial status and sales performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

#### 3 Intellectual Property

Intellectual property rights should be respected, technology and know-how should be transmitted in a manner that protects intellectual property rights, and the goods or service provided to SHINIH shall not infringe the intellectual property rights of others; meanwhile, Suppliers shall keep the information provided by SHINIH confidential, and shall not disclose such information to others and shall not apply such information for intellectual property rights without SHINIH’s prior consent.

#### 4 Fair Trade and Competition

All applicable standards of fair trade and competition are to be upheld and complied with local laws and regulations.

### **B. MANAGEMENT SYSTEMS**

Suppliers shall implement a management system to ensure compliance with applicable laws, conformance with this Code, and facilitate continual improvement.

#### 1 Management Accountability and Responsibility

Suppliers shall assign executive management and company representative(s) to be in charge of ensuring the implementation of the management systems and relevant programs related to this Code. Top management level shall carry out operational inspections of the management system.

#### 2 Risk Assessment and Management

Suppliers shall have appropriate programs identifying the environmental, health, safety, labor practice and ethics risks associated with supplier's operations. By determining the related significance for each risk and implementing appropriate programs, Suppliers are able to control the identified risks and ensure regulatory compliance.

### **C. LABOR AND HUMAN RIGHTS**

Suppliers shall uphold the human rights of workers, and to treat them with dignity, respect and fairness. This applies to all workers including temporary employees, foreign workers, intern, contract or full-time employees, and any other types of workers.

#### 1 Freely Chosen Employment

Forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. All work must be voluntary, and workers shall be able to terminate employment at any time if reasonable prior notice is given under per worker's contract.

#### 2 Prohibition of Child Labor

Suppliers shall not employ Child Labor in any stage of manufacturing. Child Labor refers to any work performed by children aged 15~16, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Suppliers shall comply with all relevant

local employment laws and regulations. Workers less than 18 years old (Young Workers) shall not perform work that is likely to jeopardize their health or safety.

### 3 Working Hours

Working hours shall not exceed the maximum limit set by local law.

### 4 Humane Treatment

Any harsh or inhumane treatment is prohibited, including any and all forms of sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public.

## **D. HEALTH and SAFETY**

Suppliers shall ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and manufacturing operations under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) adequate protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of harmful effects to health.

### 1 Occupational Injury and Illness

Suppliers shall establish appropriate procedures and systems to prevent, manage, track and report occupational injury and illness, and encourage worker to report, classify and record. The Suppliers shall provide necessary medical treatment assistance; investigate the cause of the accident and take improvement measures to help workers return to workplace faster.

### 2 Industrial Hygiene

Suppliers shall identify and evaluate the impact of chemical, biological and physical hazards on employees, and to eliminate or control potential hazards through appropriate engineering, administrative control and personal protective equipment.

### 3 Sanitation, Food, and Housing

Suppliers shall provide workers clean toilet facilities, clean drinking water and sanitary food, storage, and dining facilities.

## **E. ENVIRONMENTAL STANDARDS**

Suppliers aware that the responsibility on environmental protection is an integral part of the production of products. In the process of manufacture, the adverse effects on the community, environment and natural

resources should be minimized, while complying with relevant environmental laws.

### 1 Environmental Permits and Compliance

Suppliers shall obtain all necessary environmental-related permits, approvals and registrations , and the above-mentioned documents should be maintained and updated, as well as compliance with the operating and reporting requirement of the permit.

### 2 Chemical Substances

Suppliers' chemical substances harmful to the environment shall be identified and managed to ensure the handling of chemical substances can be conducted in a safe manner ("Handling" refers to such activities as the manufacture, import, export, sale, transport, use, storage or discarding of chemical substances.), and the chemical substances shall be reported and registered on schedule in order to comply with regulations.

### 3 Wastewater and Waste

Suppliers' wastewater and waste generated from operations, production and human activities are to be identified, controlled, treated and monitored in compliance with the laws and regulations.

### 4 Air Emissions

Suppliers' air emissions from operations, production, and ozone depleting chemicals are to be identified, controlled, treated and monitored in compliance with the laws and regulations.

### 5 Energy Consumption and Greenhouse Gas Emissions

Suppliers' energy consumption and greenhouse gas emissions shall be tracked, recorded, and checked in the workplace. Suppliers shall look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

Supplier company name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_