



## **CORPORATE SOCIAL RESPONSIBILITY**

**Chiyoda Integre Co (S) Pte Ltd** (CIS) is committed to be a good corporate citizen responsible to the social and environmental performance integral to our business.

### **CIS Code of Conduct**

CIS is committed to ensuring that working conditions in CIS's supply chain are safe, that workers are treated with respect and dignity, and that manufacturing processes are environmentally responsible. CIS commit, in all of their activities, to operate in full compliance with the laws, rules, and regulations of the countries in which they operate. This CIS Code of Conduct (~~%Code+~~) goes further, drawing upon internationally recognized standards, in order to advance social and environmental responsibility.

### **Labor and Human Rights**

CIS must uphold the human rights of workers, and treat them with dignity and respect as understood by the international community.

#### **Antidiscrimination**

CIS shall not discriminate against any worker based on race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, or marital status in hiring and employment practices such as applications for employment, promotions, rewards, access to training, job assignments, wages, benefits, discipline, and termination. CIS shall not require a pregnancy test or discriminate against pregnant workers except where required by applicable laws or regulations or prudent for workplace safety. In addition, CIS shall not require workers or potential workers to undergo medical tests that could be used in a discriminatory way

#### **Fair Treatment**

CIS shall commit to a workplace free of harassment. CIS shall not threaten workers with or subject them to harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental coercion, physical coercion, verbal abuse, or unreasonable restrictions on entering or exiting company-provided facilities. CIS shall prohibit harassment and unlawful discrimination in the workplace.

#### **Prevention of Involuntary Labor and Human Trafficking**

CIS shall not traffic in persons or use any form of slave, forced, bonded, indentured, or prison labor. This includes the transportation, harboring, recruitment, transfer, or receipt of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation. All work must be voluntary and workers shall be free to leave work or terminate their employment with reasonable notice. Workers must not be required to surrender any government-issued identification, passports, or work permits as a condition of employment. CIS shall ensure that third-party agencies providing workers are compliant with the provisions of the Code and the laws of the sending and receiving countries, whichever is more stringent in its protection of workers. CIS shall ensure that contracts for both direct and contract workers clearly convey the conditions of employment in a language understood by the worker. Where workers are required to pay a fee in connection with obtaining employment, CIS shall be responsible for payment of all fees and expenses in excess of the amount of one month of the worker's anticipated net wages. Such fees and expenses include, but are not limited to, expenses associated with recruitment, processing, or placement of both direct and contract workers.

#### **Prevention of Underage Labor**

Child labor is strictly prohibited. CIS shall not employ children. The minimum age for employment or work shall be 16 years of age, the minimum age for employment in that country, or the age for completing compulsory education in that country, whichever is higher.

**Juvenile Worker Protections**

CIS may employ juveniles who are older than the applicable legal minimum age for employment.

**Working Hours**

Except in emergency or unusual situations, a work week shall be restricted to 60 hours, including overtime, and workers shall take at least one day off every seven days. All overtime shall be voluntary. Under no circumstances shall work weeks exceed the maximum permitted under applicable laws and regulations.

**Wages and Benefits**

CIS shall pay all workers at least the minimum wage required by applicable laws and regulations and provide all legally mandated benefits. In addition to their compensation for regular hours of work, workers shall be compensated for overtime hours at the premium rate required by applicable laws and regulations. CIS shall not use deductions from wages as a disciplinary measure. CIS shall offer vacation time, leave periods, and holidays consistent with applicable laws and regulations. CIS shall pay workers in a timely manner and clearly convey the basis on which workers are being paid.

**Freedom of Association**

CIS must respect the right of workers to associate freely with, form, and join workers organizations of their own choosing, seek representation, and bargain collectively, as permitted by and in accordance with applicable laws and regulations. CIS shall not discriminate with respect to employment based on union membership and, in particular, shall not make employment subject to the condition that the worker relinquish union membership or agree not to join a union; or cause the dismissal of or otherwise prejudice a worker by reason of union membership or participation in union activities outside working hours (or within working hours if the CIS has consented to such activities or if required by applicable laws or regulations). CIS shall protect against acts of interference with the establishment, functioning, or administration of workers organizations in accordance with applicable laws and regulations.

**Health and Safety**

CIS shall commit to creating safe working conditions and a healthy work environment for all of their workers; to eliminate potential hazards from the workplace and to comply with all applicable occupational safety and health laws and standards.

**Occupational Injury Prevention**

CIS shall eliminate physical hazards where possible. Where physical hazards cannot be eliminated, CIS shall provide appropriate engineering controls such as physical guards, interlocks, and barriers. Where appropriate engineering controls are not possible, CIS shall establish appropriate administrative controls such as safe work procedures. In all cases, CIS shall provide workers with appropriate personal protective equipment. Workers shall not be disciplined for raising safety concerns and shall have the right to refuse unsafe working conditions without fear of reprisal until management adequately addresses their concerns.

**Prevention of Chemical Exposure**

CIS shall identify, evaluate, and control worker exposure to hazardous chemical, biological, and physical agents. CIS must eliminate chemical hazards where possible. Where chemical hazards cannot be eliminated, CIS shall provide appropriate engineering controls such as closed systems and ventilation. Where appropriate engineering controls are not possible, CIS shall establish appropriate administrative controls such as safe work procedures. In all cases, CIS shall provide workers with appropriate personal protective equipment.

**Health and Safety Communication**

In order to foster a safe work environment, CIS shall provide workers with appropriate workplace health and safety information and training, including written health and safety information and warnings, in the primary language of the workers. CIS shall post, in the primary language of its workers, Material Safety Data Sheets for any hazardous or toxic substances used in the workplace, and properly train workers who will come into contact with such substances in the workplace.

**Worker Health and Safety Committees**

CIS are encouraged to initiate and support worker health and safety committees to enhance ongoing health and safety education and to encourage worker input regarding health and safety issues in the workplace.

**Environmental Impact**

At Chiyoda, environmental considerations are an integral part of our business practices. CIS shall commit to reducing the environmental impact of their designs, manufacturing processes, and waste emissions.

**Hazardous Substance Management and Restrictions**

To ensure safe handling, movement, storage, recycling, reuse, and disposal, CIS shall identify and manage substances that pose a hazard if released to the environment and comply with applicable labelling laws and regulations for recycling and disposal.

**Solid Waste Management**

CIS shall manage and dispose of non-hazardous solid waste generated from operations as required by applicable laws and regulations.

**Wastewater and Stormwater Management**

CIS shall monitor, control, and treat wastewater generated from operations before discharge as required by applicable laws and regulations. CIS shall take appropriate precautions to prevent contamination of storm water runoff from their facilities.

**Air Emissions Management**

CIS shall characterize, monitor, control, and treat air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone-depleting chemicals, and combustion by-products generated from operations, as required by applicable laws and regulations, before discharge.

**Ethics**

CIS must be committed to the highest standards of ethical conduct when dealing with workers, CIS, and customers.

**Business Integrity**

Corruption, extortion, and embezzlement, in any form, are strictly prohibited. CIS shall not offer or accept bribes or other means to obtain an undue or improper advantage. CIS must uphold fair business standards in advertising, sales, and competition.

**Disclosure of Information**

CIS must accurately record and disclose information regarding their business activities, structure, financial situation, and performance in accordance with applicable laws and regulations and prevailing industry practices.

**Whistleblower Protection and Anonymous Complaints**

CIS shall create programs to ensure the protection of CIS and worker whistleblower confidentiality and prohibit retaliation against workers who participate in such programs in good faith or refuse an order that is in violation of the Chiyoda CIS Code of Conduct. CIS shall provide an anonymous complaint mechanism for workers to report workplace grievances in accordance with local laws and regulations.

**Community Engagement**

CIS are encouraged to engage the community to help foster social and economic development and to contribute to the sustainability of the communities in which they operate.

**Protection of Intellectual Property**

CIS must respect intellectual property rights and safeguard customer information; transfer of technology and know-how must be done in a manner that protects intellectual property rights.

## **Management Commitment**

CIS must adopt or establish a management system designed to ensure compliance with this Code and applicable laws and regulations; identify and mitigate related operational risks; and facilitate continuous improvement. The management commitment should contain the following elements:

### **Company Statement**

A corporate social and environmental responsibility statement affirming the CIS's commitment to compliance and continual improve, to be posted in the primary local language at all of the CIS's worksites.

### **Management Accountability and Responsibility**

Clearly identify company representatives responsible for ensuring implementation and periodic review of the status of the CIS's management systems.

~ **Risk Assessment and Management.** A process to identify environmental, health and safety, business ethics, labor, human rights, and legal compliance risks associated with their operations; determine the relative significance of each risk; and implement appropriate procedures and physical controls to ensure compliance and control the identified risks. Risk assessments for health and safety must include warehouse and storage facilities, plant and facility support equipment, laboratories and test areas, bathrooms, kitchens, cafeterias, and worker housing.

~ **Performance Objectives with Implementation Plans and Measures.** Written standards, performance objectives, targets, and implementation plans, including a periodic assessment of the CIS's performance against those objectives.

~ **Audits and Assessments.** Periodic self-evaluations to ensure that the CIS, its subcontractors, and its next-tier CIS are complying with this Code and with applicable laws and regulations.

### **Documentation and Records**

CIS shall have processes to identify, monitor, and understand applicable laws and regulations and the additional requirements imposed by this Code. CIS shall obtain, maintain, and keep current a valid business license as required by applicable laws and regulations.

### **Training and Communication**

CIS shall have programs in place for training managers and workers to implement their policies and procedures and to fulfill improvement objectives.

CIS shall have a process for communicating clear and accurate information about their performance, practices, and expectations to its workers, CIS and customers.

### **Worker Feedback**

CIS shall have an ongoing process to obtain feedback on processes and practices related to this Code and to foster continuous improvement.

### **Corrective Action Process**

CIS shall have a process for timely correction of any deficiencies identified by an internal or external audit, assessment, inspection, investigation, or review.