

## METEK Group Code of Conduct

The METEK Group establishes the “METEK Group Code of Conduct” in compliance with the “RBA (Responsible Business Alliance, formerly EICC : Electronic Industry Citizenship Coalition) Code of Conduct”.

This promotes that the safe working environment and respectful treatment of workers in the industry to which the METEK group and its customers belong and their supply chains are maintained, and further environmental responsibility is fulfilled while the work is conducted ethically.

### A. Labor

The company supports workers' human rights and treats them with dignity and respect so they can be understood by the international community. This applies to all workers, including temporary workers, migrant workers, students, contract workers, direct employers and workers in other working forms.

Labor standards are as follows.

#### 1) Choice of employment

We do not use labor from forced, detention or detention labor, involuntary or exploitative prisoner labor, slavery or human trafficking. This includes intimidation, coercion, coercion, abduction or fraud, transfer, concealment, recruitment, transfer or acceptance of persons for labor or service. It does not impose or impose unreasonable restrictions on access to facilities provided by the company or freedom of movement of workers within the facility.

If you hire a foreign worker as part of the hiring process, provide a written employment contract in your native language, including a description of the terms of employment, before the worker leaves your home country. In addition, unless changes are made to meet the applicable laws of each country where the branch is located and to provide equal or better terms, there will be no change or replacement of the employment contract upon arrival in the recipient country. All work is voluntary and workers have the freedom to leave the work or terminate employment at any time. Companies and agents may hold employee identification cards or immigration applications, such as government-issued identification cards, passports, or work permits (unless their retention requires them to do so), or There is no other destruction, concealment or confiscation. It also does not prevent its use by employees. Workers do not have to pay placement fees for companies or agents or other fees for employment. Should workers pay these fees, they will be refunded to the workers.

#### 2) Young workers

Child labor is not used at any manufacturing stage. (Herein, "child" refers to those who are 15 years old, or the age at which they complete compulsory education, or the minimum age of employment in the country where they are the highest.) Legal work learning use of the

program shall be supported as long as all laws and regulations are complied with. We do not engage workers under the age of 18 (young workers) in work where health and safety may be at risk, including late-night work and overtime work. The company ensures proper management of student workers, through proper maintenance of student workers' records, strict due diligence of education partners and protection of student workers' rights, in compliance with applicable laws. The company shall provide appropriate support and training to all student workers. In the absence of a local law, the wage rates for student workers, interns and apprentices are at least as high as for other new workers who are working similar or similar.

### 3) Working time

In order to prevent the decline in productivity resulting from overwork, increase in turnover, increase in injuries and illnesses, working hours shall not exceed the limits set by applicable laws of each country where the branch is located, and weekly working hours shall be It shall not exceed 60 hours a week, including overtime hours, except during emergencies and emergencies. In addition, we give a holiday more than one day in seven days.

### 4) Wage and benefits

Workers' compensation shall be in accordance with the minimum wage, overtime work and other legal welfare expenses, etc. in accordance with the laws of the country where the office is located. In addition, we will provide an easy-to-understand compensation statement with a sufficient amount of information to confirm the correct compensation for the work performed by the worker for each payment period, on the payment date. All temporary, temporary and outsourced use of workers shall be in accordance with local law.

### 5) Humanitarian treatment

We will never offer any unpleasant or inhuman treatment such as sexual harassment, sexual abuse, corporal punishment, mental or physical oppression, or verbal abuse against workers. Make clear to the workers disciplinary policies and procedures for those who violate these requirements.

### 6) Elimination of discrimination

In employment practices such as wages, promotion, compensation, and training for education and training, race, skin color, age, gender, sexual orientation, gender identity and expression, ethnicity or nationality, presence of disability, we do not discriminate based on pregnancy, religion, political parties, union members, military experience, protected genetic information, or marital status. We will provide a reasonable range of convenience for workers to carry out religious customs. In addition, do not allow workers or prospective workers to undergo medical or physical examination that may be used discriminatorily.

## 7) Freedom of employee committee and welfare committee activities

We will respect the freedom of activities of employee committee and welfare committees at each site, respect the rights of all workers who carry out such activities, and also respect the rights of workers who refrain from their activities. Representatives and workers shall be able to openly communicate and share their opinions and concerns regarding working conditions and management practices with management without being subjected to discrimination, retaliation, intimidation or harassment.

## B. Health and safety

In addition to minimizing occupational injuries and illnesses, the company's safe and hygienic work environment improves product and service quality, manufacturing consistency, and worker retention and motivation. I understand that I am

Health and safety standards are as follows.

### 1) Job safety

Appropriate design, engineering and Management controls, preventive maintenance, safe working procedures and continuity for potential hazards of workers (chemicals, electricity and other energy sources, fire, vehicles and danger of falling) Identification, assessment and management through comprehensive safety training. By these means, if hazards can not be properly managed, workers will be provided with appropriate, properly maintained personal protective equipment and materials regarding the risks associated with these hazards. Shifting pregnant women and parenting mothers from a high-risk work environment, and taking appropriate measures to eliminate or reduce occupational safety and health risks for pregnant women and parenting mothers I will take. These include measures related to assignment of duties and providing reasonable benefits to mothers while raising their children.

### 2) Preparation for emergency

Potential emergencies and emergencies are identified and assessed, and their impact can be identified as: emergency occurrence reports, employee notification and evacuation procedures, worker training, appropriate fire detectors and fire extinguishers, obvious obstacles Minimize by implementing emergency response plans and response procedures, including no exit, proper exit facilities and recovery plans. These measures and procedures are in accordance with the Emergency Response Regulations, with an emphasis on minimizing damage to life, the environment and property.

### 3) Dealing with labor accidents

In the event of an occupational accident, we will notify the relevant departments (persons) of a report on the occurrence of the accident and send the injured to the hospital for consultation. Next, we will check if there is a second disaster risk and take necessary measures. Finally, we will investigate the cause of the accident and take corrective action

to eliminate the cause, and finally report it along with the situation of the sick and sick. The company instructs each site to confirm and eliminate the occurrence risk of similar disasters at all sites by reporting the occurrence of disasters and measures.

#### 4) Industrial hygiene

Potential hazards such as workers' exposure to chemical, biological and physical media are identified, assessed and managed based on hierarchical control systems such as IMS's Environmental Operation Manual. For potentially hazardous work, provide appropriate protective equipment, require education and require use.

#### 5) Work that puts stress on the body

Work that puts a heavy burden on workers' bodies, such as manual handling of raw materials, lifting or repetitive lifting of heavy objects, long standing and extremely repetitive or forceful assembly operations, we identify, assess and control exposure to work hazards.

#### 6) Machine safety measures

Production machines and other machines are evaluated for safety hazards, and if there is a risk of injury to workers due to machines, install and properly maintain physical protection, interlocks and barriers.

#### 7) Sanitation, meals and housing

The company provides clean toilet facilities, access to drinking water, and facilities for the preparation, storage, and eating of hygienic food. The dormitory is kept clean and safe, with a proper emergency exit, warm water for bathing and showering, proper lighting and ventilation, individually secured facilities for storing personal belongings and valuables, and provide appropriate sized personal space for proper access.

#### 8) Communication of safety and health

The company is in the native or understandable language of the worker and any identified workplace hazards to which the worker will be exposed (including but not limited to mechanical, electrical, chemical, fire and physical hazards) To provide appropriate education and health information on workplace safety and health. Health and safety related information should be clearly posted in the facility or located where workers can be identified and accessed.

Education is provided to all workers before the start of the work, and regularly thereafter. We also encourage workers to raise safety concerns.

### C. Environment

The company recognizes that environmental responsibility is essential to the production of world-class products based on a management system such as ISO 14001, and in manufacturing operations, protects the public health and safety while maintaining local,

environmental and natural resources. To minimize adverse events.

The environmental standards are as follows.

1) Environmental Permit and Report

Obtain and maintain all required environmental permits (eg wastewater management), approvals and registrations, keep up-to-date, and comply with operational and reporting requirements.

2) Pollution prevention and resource reduction

Pollutant emissions and waste generation shall be minimized or eliminated at the source or by implementation of new pollution control equipment, production, maintenance, process changes involving equipment, or other means. . Use of natural resources such as water, fossil fuels, minerals and virgin forest products should not be wasted, or production, maintenance, equipment process changes, material substitution, reuse, conservation, recycling or other means we will carry out.

3) Hazardous substances

We manage chemicals and other substances that pose a hazard to humans and the environment to ensure identification, labeling, safe handling, movement, storage, use, recycling or reuse and disposal.

4) Solid waste

The company implements a systematic approach to the identification, management, reduction and responsible disposal or recycling of solid waste (non-hazardous).

5) Discharge to the atmosphere

Volatile organic compounds, aerosols, corrosive substances, particulates, ozone-depleting substances and combustion by-products generated by operations are characterized, routinely monitored, controlled and treated as needed before being discharged . Companies routinely monitor the operation of control systems such as local exhausts and scrubbers.

6) Material limitation

The company complies with all applicable laws, regulations and customer requirements regarding the prohibition or restriction of certain substances in products and manufacturing (including recycling and waste labeling).

7) Water management

The company documents, characterizes and monitors water sources, water use and emissions, looks for water-saving opportunities, and implements water management, including control of pollution pathways. Any wastewater is characterized, monitored, controlled and treated as needed prior to discharge or disposal. The company routinely

monitors the operation of wastewater treatment systems or closed systems to ensure optimal operation and regulatory compliance.

8) Energy consumption and greenhouse gas emissions

Energy consumption and all relevant greenhouse gas emissions are tracked and documented at the facility and company level. The company seeks cost-effective ways to improve energy efficiency and minimize energy consumption and greenhouse gas emissions.

D. Ethics

To fulfill social responsibility and achieve market success, the company and its agents support the highest standards of ethics, including:

1) Business Integrity

We support the highest standards of integrity in all business interactions. The company prohibits all types of bribery, corruption, extortion and embezzlement.

2) Elimination of inappropriate profits

We do not promise, offer, permit, offer or receive any means for obtaining bribes or other unfair or inappropriate benefits. We will conduct monitoring to ensure compliance with anti-corruption laws and regulations.

3) Disclosure of information

We conduct all transactions in a transparent manner and accurately reflect the company's accounting books and records. Information on the company's labor, health and safety, environmental activities, business activities, structure, financial status and performance will be disclosed in accordance with applicable rules and general industry practices. We do not tolerate tampering or misrepresentation of records in the supply chain.

4) Intellectual property

We respect intellectual property rights and transfer technology and know-how in a way that protects intellectual property rights. It also protects customer and supplier information.

5) Fair business, advertising and competition

We support fair business, advertising and competition norms.

6) Protection of identity and elimination of retaliation

Unless prohibited by law, ensure the confidentiality, anonymity and protection of suppliers and employee whistleblowers, and maintain a communication process that allows employees to raise concerns without fear of retaliation.

#### 7) Responsible mineral procurement

The company will use or fund tantalum, tin, tungsten and gold contained in the product being manufactured directly or indirectly to benefit from armed groups committing serious human rights violations in the Democratic Republic of Congo or neighboring countries. We maintain a policy to reasonably guarantee that they are not the source. The company performs due diligence on the origin and distribution process of minerals and also discloses the means to the customer according to the customer's request.

#### 8) Privacy

The company strives to meet the reasonable privacy expectations of the personal information of everyone who does business, such as suppliers, customers, consumers and employees. The company complies with privacy and information security regulatory requirements when collecting, storing, processing, transferring and sharing personal information.

#### E. Management system

The company shall adopt or establish a management system related to the content of this Code. The management system aims to ensure the following: (A) compliance with applicable laws, regulations and customer requirements relating to company operations and products, (b) compliance with the Code and (c) identification and mitigation of operational risks associated with the Code. Through these, we will make continuous improvements.

The management system must include the following:

##### 1) Corporate commitment

Describes the company's social environment responsibility policy, which is approved by management and confirms the company's commitment to compliance and continual improvement posted in the facility in the language of each location country.

##### 2) Manager's responsibility

The company clearly identifies the senior executives and representatives of the company responsible for implementing the management system and related programs. Senior management regularly reviews the status of the management system.

##### 3) Legal requirements and customer requirements

The process of identifying, monitoring and understanding the regulations and customer requirements applicable to this Code.

##### 4) Risk assessment and risk management

Process to identify labor practices and ethical risks associated with compliance, environmental health and safety and company operations. In order to manage the identified risks and ensure regulatory compliance, determine the relative importance of

each risk and carry out appropriate procedural control and physical control.

5) Improvement target

Documented performance goals, targets and plans for improving the company's social and environmental responsibility (including periodic assessment of the company's performance towards achieving these goals).

6) Education, training

A program that enables education and training personnel and workers to implement company policies, procedures and improvement goals and meet applicable regulatory requirements.

7) Communication

A process for communicating clear, accurate information about company policies, practices, expectations and performance to workers, suppliers and customers.

8) Worker feedback, participation and complaints

An ongoing process to assess employee understanding of, and to obtain feedback about, and incidents of violations regarding the practices and conditions described in this Code. It also includes an effective complaints system to promote continuous improvement.

9) Audit and evaluation

Periodic internal audits and assessments to ensure compliance with customer's contractual requirements related to legal and regulatory requirements, content of this Code and social and environmental responsibility.

10) Corrective action process

Timely remediation process for deficiencies identified through internal and external assessments, inspections, surveys and reviews.

11) Documentation and records

Regulatory compliance, compliance with company requirements and creation and maintenance of documents and records to protect privacy and ensure proper confidentiality.

12) Supplier Responsibility

A process for communicating the requirements of the code to suppliers and monitoring the supplier's compliance with the code.

Document change history

Version 1.0-July 2019 Newly established and put into operation based on the RBA Code of Conduct.

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