



# INCELL SUPPLIER CODE OF CONDUCT

## 1. Introduction

At Incell we believe that collaboration between employees, customers, suppliers, and investors can only succeed with trusting relationships that bind people together. For this reason, a strong code of ethical and professional conduct must be the foundation upon which Incell is built.

The Incell's Supplier Code of Conduct ("the Code") sets the principles for suppliers and their sub-suppliers ("the Supplier") to ensure compliance with the standards that Incell requires. We expect the Supplier to conduct business according to set principles, and we demand the compliance with the laws and regulations of each country.

## 2. Human Rights and Labour

Incell respects and supports internationally proclaimed human rights, including the Universal Declaration of Human Rights adopted by the United Nations and expects the Supplier to respect all human rights, including labor rights, throughout its business activities.

### 2.1 Freedom of Association and Right to Collective Bargaining

Supplier should grant its employees the right to Freedom of Association and Collective Bargaining in accordance with all applicable national laws and regulations.

### 2.2 Forced Labour

Supplier is expected to prohibit forced or compulsory labour in all its forms. Supplier shall ensure that the work relationship between the employees and Supplier is freely chosen and free from threats. Supplier is expected to ensure that all employees shall be free to terminate employment after a period or notice, in accordance with national laws and their employment contract.

### 2.3 Child Labour

The use of child labour by the Supplier is strictly prohibited, in line with the International Labour Organization conventions. The ILO Convention 138 on the Minimum Age indicates that no child below 15 years (or 14 in certain developing countries) is allowed to work, subject to exceptions allowed by the ILO or national law.

Young workers over the legal minimum age for employment may be hired, however, young workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers, including but not limited to, night shifts and overtime, or work longer hours than is permitted by local law.



## **2.4 Non-Discrimination**

Incell is driven by diversity, equality and fairness in all organizational decisions. At Incell, we acknowledge – and appreciate – that all people are unique and valuable and are to be respected for their individual talents.

Supplier is expected to offer equal opportunities and treatment in respect of employment and occupation without any discrimination, including but not limited to, the basis of gender, religion, race, national or ethnic origin, cultural background, social affiliation, functional disability, sexual orientation, marital status, age or political conviction.

## **2.5 Employment Conditions**

Supplier's employees must be provided with wages and benefits that are fair and that meet basic needs and any national legal standard on minimum wage. The basis on which employees are being paid is to be clearly conveyed to them in a timely manner. Supplier must not apply disciplinary or any other forms of deductions from pay.

Supplier must ensure that its employees work in compliance with all applicable laws and mandatory industry standards pertaining to regular working hours, and overtime hours, including for breaks, rest periods, holidays, and maternity and paternity leaves.

There is to be no harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion 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.

## **3. Safety and Health**

Supplier shall secure that employees are provided with a healthy and safe working environment in accordance with internationally recognised standards.

Supplier shall identify hazards and monitor to prevent accidents and occupational illness. Whenever necessary, employees are to be provided with, and instructed to use, appropriate personal protective equipment without any charge to employee.

Supplier shall provide adequate and regular training to ensure that employees are adequately educated on health and safety issues, including but not limited to, fire safety, correct handling of chemicals and machinery, emergency preparedness and first aid.

## **4. Environment**



Supplier shall take a precautionary approach towards environmental challenges, undertake initiatives to promote greater environmental responsibility, and encourage the development and diffusion of environmentally friendly technologies.

Supplier must comply in relation to Incell with all applicable environmental laws, regulations and standards, including but not limited to: REACH, RoHS, WEEE, Conflict Minerals and Incell document ID-000261 "List of Banned Materials" etc. Supplier shall minimise its environmental impact and continuously improve its environmental performance. All waste shall be properly managed or recycled in a traceable manner.



## **5. Business Integrity**

### **5.1 Corruption**

Incell believes in fair competition, and is firmly opposed to all forms of corruption. Incell expects Supplier to comply with all applicable laws and regulations on corruption, bribery, prohibited business practices and extortion. Supplier must never, directly or through intermediaries, offer or promise any personal or improper advantage in order to obtain or retain a business or other advantage from a third Party, whether public or private.

### **5.2 Conflicts of interest**

Supplier is expected to disclose to Incell any situation that may appear as a conflict of interest, and disclose to Incell if any Incell employee or professional under contract may have an interest of any kind in the Supplier's business or any kind of economic ties with the Supplier.

### **5.3 Gifts and Entertainment**

The distinction between corruption and gifts or entertainment may be difficult to draw. Supplier shall not, directly or indirectly, offer gifts or any hospitality to Incell employees or representatives or anyone closely related to these, that would constitute any violation of laws or could suggest a conflict of interest, affect loyalty or influence business decisions. Gifts and entertainment should never be given or accepted if they can be perceived that they are for the specific purpose of influencing a business decision.

### **5.4 Compliance with laws and regulations**

Supplier is also expected to comply with the local laws and regulations in force. Where differences exist between local law and the Code, Supplier must apply either the Code or local requirements – whichever sets the highest standard of behavior.

City and Date:

Company:

By:

Title: