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**Change Record**

Rev	Change Description	Reviser	Revision Date
1.0	Replace Guideline-PD-0002	Vincent Koay	06-Mar-2023
2.0	Addition of Mica into Responsible Sourcing of Raw Materials	Emmanuel Hagan Brown	29-Aug-2023
3.0	Updates of Environmental Protection, Labour Protection, and Business Ethics. Addition of Principles and, Part 8: Remediation and Grievance Mechanism	Emmanuel Hagan Brown	03-Jan-2025

**1. Introduction**

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WIK Group adheres to a Business Ethics and Code of Conduct which outlines the ethical standards and guidelines governing WIK Group's interactions with stakeholders, such as Suppliers, Customers, Consumers, Competitors, and the communities where WIK Group operates globally. This Code is underpinned by WIK Group's commitment to ethical practices and strict compliance with all relevant laws and regulations in every country and region of operation.

WIK Group is dedicated to global social responsibility, promoting sustainable procurement to ensure that activities are conducted responsibly and supporting the sustainable development of the value chain.

Thus, we expect our Suppliers, along with their employees, subcontractors, and agents, to adhere to applicable laws and maintain high standards of honesty, integrity, and ethical conduct, recognizing that a significant portion of our social and environmental impacts are derived from the supply chain.

The Supplier Business Ethics and Code of Conduct, referred to as 'SCoC', incorporates WIK Group's Code of Conduct and all current and prospective domestic and international laws, regulations, conventions, and standards (collectively referred to as "Laws"), including amendments of which Suppliers are required to comply.

This SCoC aims to ensure responsible business conduct in alignment with authoritative intergovernmental instruments, including the OECD Due Diligence Guidelines for Responsible Business Conduct, UN Guiding Principles on Business and Human Rights, the International Convention on the Elimination of All Forms of Racial Discrimination, the International Labour Organization (ILO) Guidelines on Occupational Safety and Health Management Systems, the International Bill of Human Rights and the Fundamental Conventions of the International Labour Organization.

Suppliers must consistently uphold the highest levels of integrity, operate honestly and fairly across all operations and business relationships, and disclose corporate activity details when requested by WIK Group.

The key concept that lays the foundation of the SCoC is due diligence, Impacts and stakeholder.

**Due diligence:** The process of identifying, preventing, and mitigating actual and potential negative impacts on the economy, environment, and people, including their human rights, should be undertaken by supplier.

**Impacts:** The effects that supplier activities have or could have on the economy, environment, and people, including their human rights, should be determined, and managed according to the scale, scope, and likelihood.

**Stakeholder:** People whose interests could be affected or affected by supplier activities should be identified and their views should be assessed.

Thus, suppliers are to exercise due diligence and address all impacts including actual and potential impacts on their key stakeholders.

## 1.1 Principles

WIK Group recognizes the importance of the foundation of sustainable development in the supply chain and therefore requests all stakeholders to cultivate ethical and responsible behavior in accordance with the following principles.

- a. Transparency – All decisions and data must be clear, accurate, and transparent. Policies, decisions, and activities that might affect the environment and society should be sufficiently clear.
- b. Ethics - Ethical behavior in organizations should be rooted in honesty, integrity, and aligned with sustainable development values.
- c. Accountability – An organization must take responsibility for its activities' effects on the environment and society, and be prepared to respond to stakeholders, acknowledge any misconduct, and implement measures to prevent future occurrences.
- d. Human Rights - Respecting human rights is essential in all activities. Organizations should actively ensure and uphold human rights, especially in contexts where such protections are weak or absent.
- e. Respect for Rule of law - Respecting the rule of law and international behavior norms is crucial for maintaining ethical standards in the supply chain. Organizations must comply with all applicable laws and stay informed about them. The higher standard must be followed in cases where national law and international human rights differ. In cases of conflict, efforts should be made to respect internationally recognized human rights to the greatest extent possible.
- f. Precautionary principles -Taking actions to prevent and mitigate the potential negative impacts in situations where there is uncertainty or lack of scientific evidence.

## 2 Purpose

The purpose of the SCoC is to outline minimum sustainability requirements and ensure responsible business conduct for all suppliers, and to iterate the importance WIK Group values for a sustainable supply chain.

### 2.1 Scope

The SCoC applies to all business activities with WIK Group suppliers worldwide.

#### 2.1.1 Expectations from Suppliers

WIK Group expects suppliers to adhere to sustainability guidelines when providing products and services. Suppliers should implement measures and establish systems to monitor all aspects outlined in this SCoC. These systems should be capable of identifying risks, recognizing opportunities, and foster continuous improvement. Additionally, suppliers should develop due diligence processes to prevent and mitigate actual or potential impacts by devising remedial measures, considering their role as direct causes, contributors, or within business relationships related to these impacts.

#### 2.1.2 Verification of compliance

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Compliance verification will involve desk-based checks, audits, Self-Assessment Questionnaires ("SAQ"), and self-declarations from suppliers. WIK Group will consider the supplier's location, supplier's country regulations, geographic area, sector impacts, spending levels, supply chain tier, and product or service type during this verification. WIK may also assess compliance based on identified environmental risks and climate-related scenario analysis.

### 2.1.3 Continuous Improvement

WIK group is committed to continuous improvement and understands that integrating the standards in supply chains is an ongoing process. In situations where issues are identified, action plans with reasonable timelines should be developed and communicated to WIK Group. Suppliers are required to retain documentation of preventive and corrective actions, as well as maintain documentation of procedures which should be provided to WIK Group upon request.

Sustainability performance plays a crucial role in WIK Group's supplier qualification and assessment, serving as a fundamental condition for establishing and maintaining a business relationship with WIK Group. Demonstrating compliance with this SCoC is mandatory for conducting business with WIK Group, and it does not supersede any local, state, or federal regulations relevant to the supplier's jurisdiction. This SCoC covers the areas of:

- Part 1 Environmental Protection**
- Part 2 Business Ethics**
- Part 3 Labor Protection**
- Part 4 Supplier Social Responsibility Management**
- Part 5 Trade Compliance**
- Part 6 Record Keeping**
- Part 7 Consequences of breaching**
- Part 8 Remediation and Grievance mechanism**

### Part 1 Environmental Protection

The Supplier shall comply with all applicable environmental laws and regulations, effectively respond to and document environmental issues related to WIK products and conduct its operations in a manner that demonstrates respect for the environment. All environmental aspects and impacts should be determined to ensure the elimination, reduction or control of the negative impacts on air, water, land, fauna, flora, human and its interactions. Supplier should also employ a precautionary principle, Life cycle thinking, circular economy and Best Available Technology (BAT) in activities and processes.

1.1 Pollution Control

1.1.1 Supplier shall obtain and update all environmental permits, instruments of approval and registration certificates required by regulations, and comply with the operating and reporting requirements of such permits.

1.1.2 Supplier shall identify and control hazardous chemicals and other substances to ensure these substances are safely handled, transported, stored, recovered, or reused and disposed of and should eliminate, reduce, or minimize the negative impact of hazardous substances on the environment through the implementation of a roadmap, and/or measures.

1.1.3 Wastewater generated during production and operation shall be classified, monitored, controlled, and treated as required before discharge or disposal. Measures shall also be put in place for the management of hazardous waste. Measure including but not limited to the storage, control and disposal. All documentation pertaining to wastewater treatment and hazardous waste disposal shall be retained.

1.1.4 Volatile Organic Chemicals (VOCs), aerosols, particulates, Ozone Depleting Substances (ODS), consumables and combustion by-products generated during the Supplier's operations shall be identified, monitored, and controlled as required prior to discharge. All the required test reports pertaining to emission standards and frequency of emission tests shall also be retained.

1.1.5 Safety information shall be available to educate, train, and protect workers from hazardous materials, and workers shall have access to adequate Personal Protective Equipment (PPE) respective of the job.

1.1.6 Solid and other waste management activities shall be carried out to safeguard the environment and prevent any actual and potential negative impacts to human health. There should be adoption of a circularity concept as well as waste management hierarchy system in handling waste.

1.1.7 All activities undertaken by suppliers shall comply with the noise standards in the jurisdiction of operation and test reports shall be retained to verify compliance when applicable.

1.2 Resources conservation and Climate change action

1.2.1. Natural resource conservation is vital for sustainable business. Measures shall be taken to ensure responsible consumption of renewable and nonrenewable resources. There should be a continuous introduction of new technologies and products, energy saving, material saving besides the improvement of equipment energy efficiency to promote a sustainable supply chain.

1.2.2. Supplier shall increase the proportion of green energy, reduce greenhouse gas emissions, and put in measure to achieve a low-carbon economy. There should also be clear objectives and targets aligned with local and international targets in combating climate change.

1.2.3. There shall be quantification of resources used including but not limited to water withdrawal, water consumption, material use, energy consumption and so on and take measures to promote efficient resources use whilst mitigating or eliminating the actual and potential impacts on air, land, water, flora, fauna, human including human rights and its interactions.

**1.3 Environmental Product**

1.3.1. There shall be compliance with all applicable laws, regulations and requirements regarding prohibitions or restrictions on certain substances where applicable.

1.3.2. All products shall meet the environmental protection directives and regulations such as Restriction of Hazardous Substance (RoHS), Registration Evaluation Authorization and Restriction of Chemicals (REACH), Waste from Electrical and Electronic Equipment (WEEE) and Packaging and Packaging Waste Regulation (PPWR), EU Deforestation Regulation (EUDR), and environmental protection laws and regulations of target market countries and regions where applicable.

1.3.3. Toxicity control shall be carried out in the production of all products to meet the requirements of relevant laws and regulations on chemical management and control of toxic and harmful substances.

1.3.4. Suppliers should conduct green procurement and environmental protection inspection on the materials provided by their suppliers.

1.3.5. All products manufactured or assembled and sold by Supplier to WIK Group must be safe for their intended and foreseeable uses and comply with applicable standards promulgated by private standards-setting organizations (for example, ANSI, UL, CSA) concerning product safety where applicable.

**1.4 Responsible sourcing of raw material**

1.4.1. WIK Group believes that the mining and trading of minerals and raw materials can generate income, growth, and prosperity, and foster local development besides sustaining livelihoods. However, WIK Group also recognizes the risks of contribution to actual and potential negative impacts such as human rights violations and conflict by improper mining operations and has therefore developed management system in reference to the OECD Due Diligence Guidance for Responsible Supply Chain of Minerals from Conflict-Affected and High-Risk Areas for handling the sourcing of minerals as outlined in our Responsible Mineral Sourcing Policy.

1.4.2. Supplier shall exercise adequate due diligence with respect to sourcing, extraction and handling of Tantalum, Tin, Tungsten, Gold collectively referred to as 3TGs, and extended minerals (Mica and Cobalt). Supplier shall also make a reliable determination of the origin and source of such minerals and must be able to disclose the supply chain mapping back to the primary origin

associated with the products or services provided to WIK Group, its subsidiaries and affiliates for products that contain any conflict mineral or extended mineral or any of their derivatives.

Suppliers are required to undertake adequate supply chain due diligence to ensure the responsible sourcing of minerals and shall have a policy or process in place to ensure that any of these minerals contained in the products manufactured by the Supplier and supplied to WIK Group do not directly or indirectly finance or benefit armed perpetrators of human rights abuses or in any other way directly or indirectly contribute to human rights violations. WIK Group requires our Suppliers to endeavor that all smelters and refiners in its 3TG, Mica, Cobalt, and any other mineral or derivative in the supply chain take part and actively engage in independent third party/WIK Group audit programs. Suppliers should also adopt practices outlined by leading local or international institutions such as the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas in sourcing minerals from Conflict Affected and High-Risk Areas (CAHRAs).

**Part 2 Business Ethics**

- 2.1. Supplier shall not sell to WIK Group any product that violates trade restrictions.
- 2.2. Under no circumstances are Suppliers allowed to offer ‘kickbacks’ or rebates to try to entice a WIK Group employee to choose a Supplier nor should any employee of WIK Group request such treatment from you in order to earn our business. A kickback refers to any money, fee, commission, credit, gift, gratuity, or item of value or compensation of any kind, which is provided, directly or indirectly, for the purpose of improperly obtaining or rewarding favorable treatment in connection with a contract or relationship from WIK Group. All business dealings should be transparently performed and accurately reflected on Supplier’s business books and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption or bribery laws and all activities conducted shall be free from fraud and money laundering.
- 2.3. There shall be the respect Intellectual Property (IP) Rights, and the transfer of technology and production experience shall be properly executed in ways that protect Intellectual Property rights.
- 2.4. Supplier shall comply with all anti-trust or similar anti-competition laws of the jurisdictions in which it does business. To promote economic efficiency and sustainable growth, Supplier must not produce any counterfeit or unauthorized goods for any customer, nor be involved in bid rigging, predatory pricing or imposing unfair sanctions on competitors.
- 2.5. Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain are unacceptable. Where

required by law, Supplier shall provide information on the current financial situation. Moreover, social, tax and customs regulations shall be observed and complied with.

2.6. Supplier are to commit to protecting the reasonable privacy expectations of everyone they do business with, including their suppliers, customers, consumers and employees/workers. Also, suppliers are to comply with confidentiality agreements, privacy and information security laws and regulatory requirements when information is collected, stored, processed, transmitted, and shared. There should be a high-level protection of confidentiality, integrity and availability of information. Additionally, cybersecurity measures should be put in place to prevent data breaches and protect against cyber threats. If an identified significant case of a violation of information security or breach occurs, supplier shall inform WIK Group.

2.7. Measures shall be put in place to address conflict of interest.

**Part 3 Labor Protection**

WIK Group strongly believes that employees are a company’s most important resource and respect for human rights forms the basis of WIK Group’s business. Suppliers of WIK Group shall respect human rights and treat all people with dignity. Suppliers should be aware of and respect the rights of indigenous people, people with vulnerabilities, migrant workers, women, children, disabled people, as well as local communities in connection with the Supplier’s activities and operations.

Any distinction, exclusion or preference that could have the effect of nullifying equality of treatment or opportunity based on prejudice rather than legitimate reasons shall be avoided. The discrimination based on race, color, age, gender, language, national origin or nationality, religion, ethic or social region, economic grounds, pregnancy, disability, political affiliation, trade union affiliation, indigenous group and marital group shall not be tolerated.

Supplier must treat all employees/workers with dignity and respect, provide a safe and healthy work environment and comply with the following provisions.

3.1. Forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking, or any form of modern slavery of persons shall not to be used. This includes transporting, harboring, recruiting, transferring or receiving vulnerable persons by means of threat, force, coercion, abduction or fraud for the purpose of exploitation.

All work must be voluntary, and personnel shall be free to leave at any time or terminate their employment. Employees/workers shall not be required to surrender any government-issued identification, passports, or work permits as a condition of employment. No recruitment fees shall be fully or partly charged to workers. Any fees incurred in the recruitment process shall be borne by the employer. Documentation of all recruitment-related expenses must be retained and provided upon request.

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- 3.2. WIK Group does not tolerate child labor, and Supplier shall eliminate all forms of child labor. Supplier shall not use child labor and should define policies and procedure to eliminate child labor from supply chain. In situations where young workers are used, it should conform to national and local legislation, and international norms. There should be adequate protection for young workers. Young workers (A person above the legal working age but below the age of 18) shall not perform work that is likely to jeopardize their health or safety, nor be exposed to hazardous substances and overtime working hours that are likely to affect their upbringing and compulsory education hours.
- 3.3. Supplier shall provide each employee a living wage, or prevailing industry wage, whichever is higher, as well as any other legally required compensation along with a clear, written accounting for every pay period. Deductions from employees/workers' wages shall not be permitted even if it is for disciplinary actions unless permitted by national law or included in a freely negotiated collective bargaining agreement.
- 3.4. Supplier shall provide each employee with all legally mandated benefits and comply with all applicable laws regarding work hours and overtime. Overtime work shall be voluntary. Suppliers shall provide on a regularly scheduled basis at least one day off in 7 days of work, and where it is permitted by law, 2 days off work in 14 days. Suppliers will require no more than 60 hours of work per week including overtime or comply with local limits whichever is lower. Overtime shall not be used to replace regular working hours, and it shall be compensated for at a premium rate according to national regulation or industry standards whichever is higher.
- 3.5. Employees/Workers shall not be subjected to harsh or inhumane treatment. Corporal punishment, mental or physical coercion and verbal abuse of employees/workers shall not be permitted, nor will there be the threat of such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated.
- 3.6. Suppliers should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or employees or potential employees/workers should not be subjected to medical tests that could be used in a discriminatory way.
- 3.7. Supplier shall have written health and safety guidelines, including those applying to employee residential facilities, where applicable. Supplier should have a factory safety committee and provide necessary personal protection equipment free of charge and require its use. Supplier shall comply with all applicable local safety and health regulations.
- 3.8. The Supplier should have a system to oversee the employer-employee relationship to facilitate the improvement of standard of living through full and secure employment and decent work.

3.9. Supplier should observe at least the minimum provision of labour standards defined by the International Labour Organization (ILO), especially in situations where national legislation has not yet been adopted to the greatest possible extent.

3.10. Collective Bargaining and Freedom of Association

Employees shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, intimidation, or retaliation. All employees shall have the right to lawfully form, join or not join labor unions, seek representation and join worker's councils in accordance with local law and international conventions. Where local law sets restrictions on the right to freedom of association and collective bargaining, Supplier shall allow employees to elect their own representatives.

**3.11. Health and Safety**

Suppliers recognize that in addition to eliminating the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and boosting employees/workers retention and morale. Suppliers should also recognize that ongoing employees/workers input, and understand training is essential to identifying and solving health and safety issues in the workplace. Supplier should develop policies based on principles in relevant management systems such as ISO 45001:2018 and international instruments for instance ILO Guidelines on Occupational Safety and Health as well as national regulations. The health and safety standards are:

- Occupational Safety

Employees/workers exposure to potential safety hazards (e.g., electrical, and other energy sources, fire, vehicles, musculoskeletal, safety of building construction, machines slips and fall hazards) are to be eliminated, reduced, or controlled through proper design, engineering and administrative controls, preventative maintenance, safe work procedures (including lockout/tagout), and/or ongoing safety training. Where hazards cannot be adequately controlled by these means, workers employees/workers are to be provided with appropriate, well-maintained, Personal Protective Equipment (PPE). Workers/Employees should be involved in safety programs and committees to promote a healthy working environment.

- Emergency Preparedness

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, employees/workers training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

- Occupational Injury and Illness

Procedures and systems are to be implemented to prevent, manage, track and report occupational injury and illness including provisions to encourage accident and incidence reporting, classifying, and recording of injury and illness cases, providing necessary medical treatment, investigating cases and implementing corrective actions, and to facilitate return of workers employees/workers to work.

- Industrial Hygiene

Employees/workers exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. The necessary and appropriate controls must be used to control overexposure. When hazards cannot be adequately controlled by such means, employees/workers' health is to be protected by appropriate PPE.

- Physically Demanding Work

Employees/workers exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks are to be identified, evaluated and controlled.

- Machine Safeguarding

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, two handed controls, sensitive protective equipment, protection appliances among other effective measures are to be provided and properly maintained where machinery presents an injury hazard to employees/workers.

- Sanitation, Food, and Housing

Employees/workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Employees/workers dormitories provided by the Supplier or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering where necessary, adequate heat and ventilation, and reasonable personal space along with reasonable entry and exit privileges.

**Part 4 Supplier Social Responsibility Management**

- 4.1. Supplier shall establish a social responsibility policy and guidelines, including a commitment to comply with laws and regulations, international standards and continuous improvement.
- 4.2. Supplier shall establish procedures to identify labor, health and safety, environmental and business ethics risks associated with its operations and implement appropriate procedures to ensure compliance and risk control.
- 4.3. Supplier shall conduct internal audit and self-assessment regularly to ensure compliance with laws and regulations and the social responsibility requirements of this Code of Conduct. Supplier shall establish

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a process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations, and reviews.

- 4.4. Supplier should promote and help its Suppliers to enhance their sense of social responsibility and ability to jointly promote the sustainable development of the industrial chain.
- 4.5. Supplier shall establish programs for training managers and employees/workers to implement policies, procedures, and improvement objectives and to meet applicable legal and regulatory requirements.
- 4.6. Supplier shall establish a process for communicating clear and accurate information about policies, practices, expectations and performance to their stakeholders including but not limited to employees/workers, their suppliers, and customers. Additionally, set up ongoing processes to assess employees' understanding and obtain feedback on practices and conditions covered to foster continuous improvement.

## Part 5 Trade Compliance

WIK Group's commitment is to fully comply with all applicable import, export, customs and trade compliance regulations, licensing requirements, and other relevant U.S. and international laws. Suppliers are required to adhere to all governmental trade compliance import and export regulations involving WIK Group's shipments.

## Part 6 Record Keeping

Supplier must retain all documentation needed to demonstrate compliance with these standards and agrees to make these documents available for WIK Group or its designated auditor to inspect upon request.

## Part 7 Consequences of breaching SCoC

Adequate handling of non-compliance cases is a key part of our comprehensive compliance management.

WIK Group is fully committed to handling non-compliance cases adequately by:

- Taking all allegations seriously
- Investigating allegations efficiently and in a timely manner
- Assessing the facts objectively and impartially; and
- Taking adequate corrective measures and sanctions in case an allegation is substantiated.

Internal and/or external experts under the leadership of the WIK Group Legal office and the relevant department of the WIK Group will investigate allegations, in particular but not limited to corporate bribery and fraud.

Any violation of the requirements will be considered a material impairment of the business relationship with the Supplier. In this case, WIK Group reserves the right to demand clarification of the facts, initiation of measures and information on the matter, without prejudice to further rights. A lack of willingness to cooperate

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or the demonstrable failure to introduce suitable improvement measures within a reasonable period or the seriousness of the infringement may lead to the termination of the business relationship.

## Part 8 Remediation and Grievance Mechanism

Remediation should aim to restore individuals or the environment to their original state or compensate for harm done. This can include apologies, restitution, financial or non-financial compensation, restoration, rehabilitation, punitive sanctions, and preventive measures like injunctions or guarantees against repetition. Suppliers should have a remediation process and cooperate in cases where they have caused or contributed to negative impacts or harm.

As per WIK Group Grievance mechanism, stakeholders including suppliers and their workers are encouraged to report any complaints or unfair treatment to WIK Group through various communication channels.

Hotline: 400-120-4150

Report Website: [www.wik.ethicspoint.com](http://www.wik.ethicspoint.com)

Should you have any questions regarding this document, please feel free to contact WIK Group. All communications, emails, and given information will be treated strictly confidential, handled or followed by a third party, and directly reported to top management team.

**This Agreement can be signed in counterparts, each considered an original. Signatures sent by fax, scan, or email are as valid as original signatures, and the Parties may treat them as such. These electronic signatures can be used as evidence in any related proceedings.**

I have read and understood and will comply with WIK Group Supplier Business Ethics and Code of Conduct.

Authorized Signature

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[Name and Address of Supplier]

[Date]

## Appendix

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**Glossary**

**Anti-competitive behavior** - Refers to actions of an organization or its employees that can result in collusion with potential competitors, with the purpose of limiting the effects of market competition. This can include fixing prices or coordinating bids, creating market or output restrictions, imposing geographic quotas, and allocating customers, suppliers, geographic areas, or product lines.

**Anti-trust and monopoly practices** - Are actions of an organization that can result in collusion to erect barriers for entry to the sector, or to otherwise prevent competition. This can include unfair business practices, abuse of market position, cartels, anti-competitive mergers, and price-fixing.

**Best Available Technology (BAT)** - The best available technology or best available techniques (BAT) is the technology approved by legislators or regulators for meeting output standard for a particular process, such as pollution abatement.

**Child** – Person under the age of 15 years, or under the age of completion of compulsory schooling, whichever is higher. Note exceptions occurs in certain countries where educational and economic activities are insufficiently developed, a minimum age of 14 applies according to the ILO Minimum Age Convention, 1973 (No. 138).

**Collective bargaining** – Is the negotiation between workers/worker organizations and employers/employee organizations about terms of employment including pay, benefits, hours, leave, safety policies, and more.

**CAHRAs** - Conflict-Affected and High-Risk Areas (CAHRAs) are identified by the presence of armed conflict, widespread violence, or other risks of harm to people. High-risk areas may include areas of political instability or repression, institutional weakness, insecurity, collapse of civil infrastructure and widespread violence. Such areas are often characterized by widespread human rights abuses and violations of national or international law.

**Employee** – An individual who is in an employment relationship with an organization according to national law or practice.

**Hierarchy of control** - Systematic approach to enhance occupational health and safety, eliminate hazards, and minimize risks.

**Living Wage** - A socially acceptable level of income that provides adequate coverage for basic necessities such as food, shelter, child services, and healthcare.

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**Precautionary principles** - Adopting measures when scientific evidence about an environmental or human health hazard is uncertain and the stakes are high.

**Supplier** – Any entity delivering goods and/or services to any entity of WIK Group.

**Sustainable development** - Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

**Water stewardship** - Using water in a way that is socially equitable, environmentally sustainable and economically beneficial.

**WIK Group** - Comprises WIK FAR EAST LIMITED (“WIK HK”) as well as any company which (a) controls WIK HK, (b) is controlled by WIK HK, (c) is controlled by the same legal entity like WIK HK or (d) is jointly controlled by the same natural persons like WIK HK. Control within the meaning of the preceding sentence is the direct or indirect holding of a majority of the shares or the voting rights and/or the possibility to determine the financial and business policy.

**Worker** – A person who performs work for an organization.

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