

# CODE OF CONDUCT

Social Compliance Program

# CODE OF CONDUCT

This Code of Conduct sets the minimum standards that suppliers shall meet when doing business with BOA to commit fair and safe working condition, and environmental sustainability.

In line with the goal of corporate social responsibility and environmental sustainability, BOA expects all our suppliers complying to BOA Code of Conduct to achieve our commitment.

BOA

TRANSPARENCY



FAIRNESS



HEALTH & SAFETY



SAFE



BUSINESS ETHICS



SUSTAINABILITY

ENVIRONMENT



INTEGRITY



# BOA CODE OF CONDUCT



LABOR

## FAIRNESS

### No Child Labor

BOA forbids the use of child labor in suppliers to make BOA products. Suppliers' employees must be at least 16 years of age, or higher the age for completion of compulsory education or national legal minimum working age.

Suppliers shall adhere to applicable law and regulations regarding young workers, including but not limited to types of work and working hours.

### No Forced Labor

BOA prohibits suppliers from using forced labor, including prison labor, bonded labor or indentured labor and other forms of forced labor, including but not limited to debt bondage, threats, exploitation, physical punishment or involvement in human trafficking.

### Non-discrimination

No person shall be subject to any discrimination in employment, including but not limited to recruitment, hiring, compensation, access to training, promotion, discipline, termination of employment or retirement, on basis of nationality, religion, race, gender, age, sexual orientation, family responsibilities, marital status, disability or membership in union.

### Freedom of Association and Collective Bargaining

Suppliers shall recognize and respect the right of employees to freedom of association and collective bargaining. Where the right to freedom of association and collective bargaining is restricted by law, the supplier allows the development of parallel means for independent and free association and bargaining.





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LABOR

## FAIRNESS

### No Harsh or Inhumane Treatment

Supplier's employees shall be treated with respect and dignity. Employees shall not be subject to physical abuse or discipline, threat of physical abuse, sexual or other harassment, verbal abuse or other forms of intimidation including a hostile or offensive work environment

### Regular Employment

Suppliers shall employ employees on the basis of a recognized employment relationship established through national laws and practices.

### Working Hours

Suppliers shall comply with national laws and benchmark industry standards. Standard working hours, excluding overtime, shall be defined by contract and shall not exceed 48 hours per week. Total working hours, including overtime, shall not exceed 60 hours in any 7-day period. Workers shall be provided with at least 1 day off in every 7-day period. All overtime work shall be voluntary and compensated at premium rate.

### Wages and Benefits

Suppliers shall pay employees in a timely manner for all work completed and shall pay at least the minimum wage required by law or the prevailing industry wage, whichever is greater, and shall provide legally mandated benefits, including but not limited to holidays, leaves, social insurance or statutory severance in the period worked.



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## SAFE

### Occupational Health and Safety

Suppliers shall provide a secure, safe and healthy workspace that comply with all applicable occupational safety and health regulations. Suppliers shall have policy and procedure to mitigate the risk of accidents, injury and exposure to health risks, including but not limited to,

- Structural safety of the buildings and facilities (Dormitory, Canteens, Childcare room, Medical room) used
- Machine Safety
- Electrical Safety
- Fire Safety and Emergency Equipment
- Fire Evacuation Plan and Pathway
- Occupational Health and Hygiene Hazards
- Personal Protective Equipment
- Working Environment (Lighting, Temperature and Ventilation System)





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## SUSTAINABILITY

### Environment

Suppliers shall comply with all applicable local laws and regulations regarding the protection and preservation of the environment, including obtaining and maintaining all required environmental permits, approvals and registrations. Suppliers shall mitigate negative impacts of suppliers' production activities to the environment and adopt measures for the conservation of natural resources, including but not limited to air emission, solid wastes, hazardous waste, energy usage and water consumption.

## INTEGRITY

### Business Ethics

Suppliers shall operate in complying with all applicable international, national and local laws and regulations and conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practices. Suppliers shall have access to a transparent system in place for confidentially reporting and dealing with unethical business ethics without fear of reprisals towards the reporter.



# BOA CODE OF CONDUCT



## ZERO TOLERANCE

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### Child Labor

- Workers who are younger than 16 years old (or the legal minimum working age)
- Young workers who are subject to forced labor or not adhere to applicable laws and regulations.

### Forced Labor

- Workers who are not allowed to leave workplace or involuntary overtime against their will by using violence or threat of violence.

### Harsh or Inhumane Treatment

- Workers who are subject to physical abuse or discipline, threat of physical abuse, sexual or other harassment, verbal abuse or other forms of intimidation including a hostile or offensive work environment

### Occupational Health and Safety

- Occupational health and safety issues that have an imminent and severe threat to workers' health, safety or life.

### Bribery

- Suppliers attempt bribery to auditors or BOA staff.

