



Supplier Social Responsibility Code of Conduct

Number.: HK-QP30-QR009 Rev: F/0

1. Purpose

The "Code of Conduct" aims to provide Hawk Filtration (SEA) Sdn. Bhd. Employees, their suppliers and other business partners outside the company provide guidance.

The purpose of the implementation of the "Code of Conduct" is to ensure the development of a corporate atmosphere in which ethical and fair business practices have become recognized within and outside the company as the characteristics of the Hawk Company.

2. Object

All Hawk suppliers must fully comply with the laws related to their business operations.

3. The requirements of the "Supplier Social Responsibility Code of Conduct" include

1) Child labor

Suppliers are not allowed to hire persons under the age of 16 unless permitted by local law and in accordance with the International Labor organization program. The supplier shall file the date of birth of each employee, or use a legal method to determine the age of each employee. Child labor and underage workers shall not be placed in dangerous places, nor shall overtime or night work be arranged. Relief procedures shall be implemented if the discovery is passed.

Guidelines;

- Suppliers are required to comply with laws and regulations on the minimum working age. It is prohibited to hire employees of any age, including apprentices or technical school students, in violation of local regulations on the minimum working age and the mandatory education age.
- If there is no independent document, the supplier must determine the age of the employee through other legal and reliable means.

2) Salary:

Suppliers must pay wages fairly and provide benefits to all employees in accordance with the requirements of applicable law, and must not be unfair.

Guidelines:

- Suppliers must ensure that all working hours and wages paid meet at least the minimum legal wage or the relatively high minimum wage standards of the local industry.
- Suppliers are required to pay overtime and bonuses as required by law.
- Suppliers are required to pay all benefits stipulated by law and may not illegally deduct them.
- Suppliers must communicate orally or in writing with all employees the wages, rewards, benefits and bonuses they are entitled to under applicable law and in the workplace.



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3) Equal and fair treatment

Suppliers shall not engage in physical, sexual, psychological, verbal or other harmful behaviors. In addition, all employees should be treated with respect and dignity. The supplier's employment terms, including employment, training, working conditions, remuneration, benefits, promotion, discipline, contract termination or retirement, should be based on personal qualifications, performance, skills and experience.

Guidelines:

- The supplier must ensure that there shall be no discrimination based on race, age, gender, class, political position, religion, marital status, sexual orientation, disability, pregnancy, or other non-work-related discrimination in the workplace.
- Suppliers shall comply with all applicable laws on discipline.
- Suppliers shall comply with all applicable laws on harassment and abuse.

4) Freedom of association

Suppliers must respect employees' right to form and join trade unions in the industry, and have the right to collective bargaining in a peaceful and legal manner under applicable laws.

Guidelines:

- Suppliers are required to comply with all applicable laws on freedom of association and collective bargaining.
- Suppliers shall not harass, intimidate or retaliate against employees when they freely associate or negotiate collectively.
- Suppliers are required to take confidentiality measures for employees' complaints.

5) Health and safety

Suppliers are required to comply with all applicable laws related to workplace health and safety, and provide employees with workplace safety operation training.

Guidelines:

- Suppliers must provide a safe, clean, healthy and efficient working environment; if the company provides staff accommodation, it should ensure the safety and health of the living space, including appropriate lighting, temperature, ventilation and toilet facilities.
- Suppliers must properly manage the operation of dangerous goods and equipment.
- Suppliers shall not assign work that may harm the health and safety of employees.
- Suppliers must provide systems and training that can help prevent accidents and injuries.
- Suppliers must provide suitable personal safety equipment, adequate medical



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facilities, fire passages, fire extinguishers, fire safety equipment, workspaces with good lighting and comfort, and clean toilet facilities.

6. Voluntary Employment

Suppliers must hire employees on a voluntary basis, do not use prison workers or enslaved workers, and shall not physically harm employees or perform any other form of compulsory labor.

Guidelines:

- Suppliers shall not require employees to use original passports, identity documents, travel documents or other personal legal documents as collateral at the beginning of employment.
- Suppliers shall not use any forced labor, whether it is imprisoned labor, bonded labor, indentured labor or other forms; forced overtime is prohibited.
- Suppliers shall not detain employees or restrict their freedom of movement.

7. Working hours

Suppliers are required to comply with all applicable laws related to regular working hours, overtime hours and benefits.

Guidelines:

- Suppliers are required to provide all employees with documents related to salary, working hours (including overtime), salary standards, benefits, and any deductions.
- Suppliers must provide statutory holidays, public holidays and paid holidays.
- Under normal circumstances, suppliers must give employees at least one day off every seven days, and must not work more than 60 hours a week (subject to compliance with relevant regulations of local laws).

8. Environment

Suppliers must comply with the applicable environmental laws and regulations of the country in which they are located. Suppliers should continue to work hard to improve environmental performance.

Guidelines:

- Suppliers must keep relevant laws and regulations, including environmental permits and reporting requirements, on file for safekeeping.
- Suppliers must reasonably dispose of and store dangerous goods and waste, and dispose of them safely and legally.
- Environmental permit report, obtain, maintain and update all necessary environmental permits, approval documents and registration certificates, and comply with its operation and reporting requirements.
- Prevent pollution and save energy, reduce waste of resources at the source or



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through practice, and reduce environmental pollution.

- Hazardous substances should be identified and controlled to be released into the environment, causing environmental hazards. It should be ensured for its safe handling, storage, transportation, and disposal in use. Dispose of hazardous waste in strict accordance with local laws and regulations.
- Exhaust emission standards must comply with local laws and regulations. And obtained the acceptance of the relevant departments. Only after issuing a certificate of qualification can, it be put into use.
- Energy consumption and greenhouse gas emissions, offices and workplaces should have systems and requirements to reduce greenhouse gas emissions. Seek cost-effective ways to improve energy efficiency and minimize energy consumption and greenhouse gas emissions.

9. Materials & Products

Formulate policies to reasonably ensure that the tantalum, tin, tungsten and gold contained in the materials in their manufactured products will not directly or indirectly provide/funds or benefits to armed groups that seriously violate human rights in the Democratic Republic of the Congo or neighboring countries/regions. Three-party due diligence should be done on the source of procurement.

10. Private Data

Comply with privacy laws and regulations implemented by countries and regions. In particular, prior consent should be obtained before obtaining and using all personal information, and to ensure that personal information is not illegally obtained, used, transferred, disclosed or disclosed.

11. Intellectual property rights

Unless the authorized by the legal owner of the intellectual, the intellectual property rights of other people may not be used. Intellectual property rights include patents, designs, copyrights, trade secrets, proprietary, technologies, and trademarks.

12. Anti-Corruption

Comply with anti-bribery and anti-corruption laws and regulations. You must/not directly or indirectly provide any benefits to any third party or third-party employees on the grounds of obtaining improper benefits and/or advantages. Including the provision of rebates and dredging fees.

13. Fair competition

Make the right action for the best interests of your company. Absolutely, personal



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interests take priority.

14. Consequences of violation of the guidelines:

- a. Suppliers must comply with all regulatory requirements and industry standards under applicable laws, and keep documents and records of compliance with such laws and standards to the extent permitted by law.
- b. If each supplier fails to comply with the requirements of the company's "Supplier Code of Conduct" and cannot reach a resolution and implement it within a reasonable time limit, Hawk Filtration (SEA) Sdn. Bhd. The right to unilaterally reserve the right to suspend purchases from the supplier until the supplier implements corrective measures; or the right to terminate cooperation with the supplier.

Hawk Filtration (SEA) Sdn. Bhd.

January 20th, 2024

Document Formulation/Change Experience Form							
No	Version	Date of making/Implementation	Document Number	Prepared by	Reviewed by	Approved by	Remarks
1	F/0		HK-QP30-QR009				
2							
3							

Supplier Statement

Our company accepts the "Supplier Social Responsibility Code of Conduct" Hawk Filtration (SEA) Sdn. Bhd. It will be strictly implemented in accordance with its provisions and will not be modified or abolished.

Company name:

Company seal:

Company address:

Signature:

Date:

This document should be signed and confirmed by the supplier and returned to Hawk Filtration (SEA) Sdn. Bhd.