

# Business Partners Code of Conduct

Silicon Craft Technology (hereafter "SIC") believes in social and environmental responsibility and ethical conduct and expects its business partners to do the same. The business partner code of conduct applies to all our business partners (hereafter "Partners") that provide products or services to SIC, including SIC's suppliers and service providers. SIC requires all partners to operate in accordance with the principles in the business partner code of conduct and in full compliance with all applicable laws and regulations. Our policy and the business partner code of conduct are developed following the principles of the United Nations global compact in the areas of human rights, labor, environment and anti-corruption. SIC will assess its partner's compliance with the business partner code of conduct. Any violations of the business partner code of conduct may jeopardize the business partner's business relationship with SIC, up to and including termination.

## 1. Ethics

SIC's Partners are expected to conduct its business in an ethical manner and to adhere to the following requirements.

# 1.1 Integrity

SIC respects the laws and regulations in the countries in which it operates and requires that its Partners do the same. Partners should not tolerate any form of corruption, extortion or embezzlement. Partners must conduct in a manner that avoids conflicts of interest.

# 1.2 Privacy & Intellectual property

Partners shall comply with privacy and information security laws and regulatory requirements when handing SIC's confidential and personal related information. SIC expects Partners to protect all confidential information provided by SIC and respect the intellectual property of SIC and others.

## 1.3 Fair competition

Partners shall comply with applicable competition, anti-trust laws and regulations. This means, among other things, to not engage in price fixing, market sharing, bid rigging or customer allocation.

# 1.4 Anti-bribery

All illegal benefits to third parties directly or indirectly, whether public authorities or in the private sector, are forbidden. The converse applies in respect of receiving such benefits. Facilitation payments are forbidden as well as the offer or acceptance of a gift in cash or cash-equivalent. We expect our partners to work according all international anti-bribery and anti-corruption standards.



# SILICON CRAFT TECHNOLOGY PLC 40 Thetsaban Rangsan Nua Rd., Ladyao, Chatuchak, Bangkok 10900 THAILAND. T +66 2 589 9991 F +66 2 589 8881 E info@sic.co.th



## 1.5 Data protection

To ensure the human right to the protection of personal data, the partners have to comply with all valid and effective obligations resulting from legal regulations concerning data protection. More specifically the Partners undertakes to adopt and comply with all technical and organizational measures to prevent unauthorized or accidental access to, or alteration, destruction or loss of personal data of the SIC employees. In the case of any breach of personal data security, the Partners informs SIC without undue delay about such breach. SIC reserves the right to conduct audits and take further measures in coordination with the Partners to verify compliance of the points mentioned.

#### 1.6 Export control regulations

It is crucial to SIC that applicable export control regulations are complied with since these regulations often are aimed at limiting activities that SIC does not support, e.g. terrorism.

## 2. Human rights & Labour standards

SIC's Partners is expected to comply with human rights and all local labor laws and regulations, e.g. wages, working hours and conditions, child labor, etc. SIC's Partners is expected to adhere to the following requirements.

## 2.1 Freedom of association

SIC expects its Partners to respect the rights of its employees to have the freedom to join, or not to join, an association of free choice as well as establish an association of free choice, to organize and to bargain collectively and individually in accordance with local laws and regulations.

#### 2.2 Avoidance of forced labor

SIC expects its Partners to prevent and hinder forced or compulsory labor in all forms.

#### 2.3 Avoidance of child labor

SIC recognizes the rights of every child to be protected from economic exploitation and from doing work that is likely to be hazardous to their physical, mental or spiritual health, harmful to their moral or social development, or to interfere with their education. SIC does not accept child labor and expects the same from its Partners. SIC required its Partners to comply with applicable child labor laws.

#### 2.4 Compliance with local labor laws & regulations

SIC's Partner is required to comply with all applicable local labor laws, rules and regulations in the countries in which they operate.

#### 2.5 Discrimination, Harassment and Diversity

SIC values and promotes diversity and gender balance. SIC expects its Partners to provide a work environment where everybody should be treated with respect and dignity and be given fair and equal opportunities for development. SIC does not tolerate any form of discrimination or harassment in the



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workplace, and our business partners shall not discriminate against any worker based on race, ethnicity, sexual orientation, gender, color, religion, age, disability, political opinion, nationality or any other potentially discriminatory factor.

#### 2.6 Workers' contracts, Working hours and Compensation

SIC expects its business partners to comply with local laws and regulations regarding workers' contracts, working hours, including overtime and overtime compensation. Salaries should be paid regularly and comply with the applicable local legislation and the local market situation. Workers should be entitled to a minimum of one day off in seven and to take time off for established national and local holidays. Workers should be granted the stipulated annual leave, sick leave and maternity/paternity leave without any negative repercussions.

## 2.7 Alcohol and/or Drug abuse

SIC works proactively to remove any workplace hazards. Individuals producing products or providing services for SIC should not be on company premises or in the workplace if they are under the influence of, or adversely affected by, alcohol, to the extent this impairs the individual's ability to perform his or her work duties. SIC has zero tolerance on drugs and does not allow individuals producing products or providing services for SIC to be on company premises or in the workplace if they are under the influence of drugs.

## 2.8 Consumer interest

SIC requires that applicable health and safety requirements are met for its products and services, and our business partners shall take this into account when producing goods or providing services for SIC.

## 3. Quality, Health, Safety & Environment

SIC's Partners are expected to provide a safe and healthy working environment and to operate in an environmentally responsible, efficient and sustainable manner. SIC's Partners is expected to adhere to the following requirements.

## 3.1 Quality, Health, Safety & Environmental regulations

Partners shall comply with all applicable local and national quality, health, safety & environmental laws and regulations. All required quality, health, safety & environment related permits, licenses and registration should be obtained, maintained and kept up to date

# 3.2 Health & Safety

Partners should protect their employees from any chemical, biological and physical hazards and physically demanding tasks in workplace as well as from risk associated with any infrastructure used by their employees. Production and other machinery should be periodically evaluated and controlled for safety hazards.

#### 3.3 First aid and medical care

First aid equipment must be available at appropriate locations, and at least one person in each location



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should be trained in basic first aid. The business partner should cover the costs of medical care for injuries incurred on its premises if they are not covered by social security or insurance, provided safety rules have not been violated.

## 3.4 Environment and sustainability

Partners should use energy and natural resources efficiently and should engage in the development of climatefriendly products and processes to reduce power consumption and greenhouse emissions. SIC committed to comply with relevant laws and regulations requiring disclosure of the use of conflict minerals. Goods provided to SIC shall follow relevant laws and regulations regarding conflict minerals.

## 4. Business continuity planning

The Partners shall implement and maintain policies to mitigate the risk of business disruptions by exposures to risks including, but not limited to, terrorism, crime, software viruses, cyber-attacks, business threats.

## 5. Government, Media and Investors relations

The Supplier shall not instigate any form of publicity or make any statement or submission to investors, the media or government referring to SIC, without first obtaining prior written permission from SIC (except where required by Government or under the law). Partners must submit any such request to SIC group communication department for appropriate authorization.

## 6. Whistleblower and Non-retaliation

SIC encourages Partners to have a policy in place to facilitate disclosures of questionable practices, encourage proper individual conduct and alert the audit committee of potential problems before they have serious consequences. Shareholders, associates and other interested parties may submit complaints or concerns regarding the accuracy of our financial statements, press releases or other public disclosures, accounting, internal accounting controls or auditing matters.

## 7. Implementation and monitoring

Partners are expected to implement mechanisms to facilitate adherence to all applicable laws and to promote continual improvement with respect to the expectations set forth in this business partner code of conduct. Partners are expected to develop adequate documentation to demonstrate that they share the principles and values expressed in this business partner code of conduct. Partners are expected to continuously improve their performance in a sustainable way by implementing appropriate measures.



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Our Partners are important for our ability to do business and meet our customers' expectations. SIC expects our Partners to operate according to principles that at least meet those in this business partner code of conduct. In the event that a supplier evidently fails to fulfill any of the principles and requirement set out in this business partner code of conduct or refuses to meet the minimum standards outlined in this code, SIC reserves that right to terminate the business relationship. SIC looks forward to a long and mutually beneficial relationship with its Partners.

SIC request the authorized signatory/legal representative of your company reads through the SIC business partner code of conduct and by signing below and affixing company seal if applicable, confirms you have understood, and will comply with the SIC business partner code of conduct. I, the undersigned, authorized signatory/legal representative of the company set out below, confirm that the company has understood and will comply with the SIC business partner code of conduct.

