



**WHO WE ARE AND HOW WE WORK**

## FOREWORD

We believe business ethics and good corporate practices should be at the core of our organisation and consider these as an essential pillar of every company. One of Hyva's corporate values is our commitment to responsible manufacturing, care for our employees and building lasting partnerships in the communities in which we operate and where our products are used.

This Code of Conduct sets out the principles and standards that guide the way we wish to do business – ethically, with integrity, transparency and mutual respect, and in accordance with the laws and regulations applicable to us all. It contains the basic obligations that every supplier and third party intermediary involved with Hyva needs to understand and comply with; and the standard of ethics, conduct and business integrity that we aspire to and encourage you and your intermediaries to adhere to.

To support our approach towards good corporate behaviour, we have enabled different communication channels to allow anybody that becomes aware of any breach of this Code of Conduct to inform Hyva. See the end of this policy.

## GENERAL PRINCIPLES

This Code of Conduct applies to our entire supply chain, including both direct and indirect procurement activities.

We encourage all our suppliers to implement the standards established in this Code of Conduct within your organization and to exercise leverage on your own suppliers with the view of fostering Corporate Social Responsibility, business ethics and good corporate behaviour. We believe a joint effort is necessary towards more sustainable business.

Please read this policy carefully.

Failure to comply with the requirements and principles in this Code of Conduct represents a breach of it. We have marked such requirements in blue background. We reserve the right to reduce, suspend or terminate business if a supplier does not observe and comply with this Code of Conduct, or refuses to cooperate, fails to address or rectify a violation of, any of the requirements established in this Code of Conduct.

You should bring any activity which is in violation of this Code of Conduct or law to the attention of Hyva's management. Please see "**Reporting a Concern**".

## CORPORATE VALUES

Hyva is an ambitious and dynamic organisation. The way we do business remains anchored to **seven Corporate Values**. These values should guide the daily actions and decisions of Hyva's suppliers, and set the standards that they must meet in dealing with or on behalf of Hyva.



### Passion

At the root of everything we do is our passion to make a positive difference through our work. We are dedicated, enthusiastic and proud of our energy and passion.

### Trust & Respect

Trust and respect are the cornerstones of our relationships with our business partners and employees around the world. Our ongoing partnerships inspire trust and respect through open communication, authenticity and valuing diverse opinions.

### Customer Excellence

We do not simply sell products; we sell a continued customer experience that sets us apart as the first choice for our partners. We add value to our customers' businesses by listening to their needs and prioritizing innovative solutions.

### Integrity

We are real, consistent, transparent and fair in what we do. Whether launching new initiatives or supporting proven strategies, our people

take ownership and accountability for everything they do, following through on our promises without sacrificing quality.

### Empowerment

We develop and support our team through personal and professional growth opportunities. Our employees are encouraged to be accountable, take initiative, motivate others and make a positive difference through our collective work.

### Innovative & Entrepreneurial Spirit

From our first steps to moving boundaries worldwide, experience and expertise is fuelled by the innovation and entrepreneurial spirit we were founded upon and which makes us a global leader today.

### Social Responsibility

We are committed to responsible manufacturing, care for our employees, responsible behaviour and building lasting partnerships in the communities we and our customers operate and where our products are used.

## HUMAN RIGHTS

All suppliers cooperating with Hyva must respect and support the protection of internationally recognized human rights. We **expect** and **require** from our suppliers:

### NON-DISCRIMINATION | RESPECT | FAIR TREATMENT

To respect and treat people with dignity, and provide a harassment-free and inclusive workplace for everyone regardless of their sex, gender identity and expression, sexual orientation, disabilities, physical appearance, body size, ethnicity, nationality, race, age or religion. Any form of discrimination, harassment and bullying is strictly prohibited.

### WORKING CONDITIONS | REMUNERATION

Compliance with the applicable labour laws and collective bargaining agreements and respect of the working hours and leave, timely payment of wages and provision of benefits.

### MODERN SLAVERY | HUMAN TRAFFICKING

Zero tolerance towards human trafficking, modern slavery, forced or compulsory labour or any kind of abuse or exploitation. Suppliers shall not engage in, and should condemn, forced overtime, restriction of the freedom of movement, retention of identity documents, any form of bonded or prison labour and any kind of abuse.



### FREEDOM OF ASSOCIATION | COLLECTIVE BARGAINING

To respect the right of workers to defend their interests and to bargain collectively, without any form of discrimination or retaliation.

### NO CHILD LABOUR

Zero tolerance towards child labour. No person shall be employed under the legal working age and where the person is under the age of 18, for work that is likely to harm the health, safety or morals of that person.

We encourage our suppliers to implement due diligence and risk assessment processes within their supply chains aiming to prevent the matters referenced above (amongst other things) and to promote diversity and provision of equitable benefits and working conditions in their workplace.

## HEALTH & SAFETY

### WORKPLACE

Suppliers should ensure that the health, safety and lives of their employees, visitors to their locations and customers of their products are protected. At a minimum, suppliers shall ensure compliance with all applicable legislation; provide employees with a healthy and safe workplace and take due care of customers and visitors at their locations. It should be ensured that work can be performed in a safe manner by taking the necessary preventive and safety measures.

As reasonably practicable, suppliers should foster training on the applicable Health & Safety regulations and the supplier's policy, the use of Personal Protection Equipment when working with hazardous materials where applicable, or distribution of informative materials on the applicable procedures or performing information campaigns for workers on the procedures specific to the supplier. Suppliers are encouraged to conduct work environment inspections, take proactive steps to minimize hazardous scenarios and, in general, aim to improve health and safety stewardship towards industry best practice.

## PRODUCTS

Product safety is a critical part of the design, production and distribution of all Hyva products.

Products manufactured and/or supplied by Hyva or our suppliers must fulfil the customers' and end-users' reasonable expectations in terms of product safety, and comply with applicable laws, safety standards, industry policies or voluntary agreements. This includes the responsible sourcing of raw materials and minerals, REACH and RoHS legislation. See the Environment section.

In the event of a product safety concern, Hyva must take prompt and appropriate action and we expect our suppliers to do the same. This includes an immediate and unbiased reporting of that concern to Hyva.

### A "product safety concern" includes:

- All incidents involving personal injury or major property damage.
- Any discovery of a potential safety concern, which has not yet caused, but could reasonably lead to, personal injury or major property damage.
- Where a recall, rework or retrofit is being considered or evaluated.
- Any other material issue relating to product safety.



## ENVIRONMENT

We consider our environmental responsibilities as absolutely critical to the operations we undertake. We expect our suppliers to:

- Comply, at a minimum, with all applicable environmental legislation and to continually improve their environmental stewardship towards industry best practice, by mapping environmental risks and taking proactive action to mitigate them and any environmental impact.
- Ensure that their employees and contractors respect their environmental responsibilities.
- Optimise the use of energy and resources through efficiency gains and adequate life-cycle practices.
- Promote environmentally driven product innovation and new business opportunities.
- Be good citizens in the many communities in which they operate.

### SOURCING OF RAW MATERIALS AND “CONFLICT MINERALS”

Suppliers should ensure they are aware of the origin of minerals and raw materials used in their supply chains by implementing adequate due diligence processes, especially as regards tantalum, tin, tungsten and gold, also known as “3TG” or “conflict minerals”. Sourcing, extracting and/or handling any of the conflict minerals must not directly or indirectly finance or benefit in any way armed groups or contribute to the violation of human rights, and efforts should be taken to avoid the use of 3TG materials originating from conflicted areas.



We encourage our suppliers to take proactive steps to address the issues in connection with conflict minerals. With regards to smelters and refiners, suppliers should consider completing a Conflict Minerals Reporting Template (CMRT).

### HAZARDOUS MATERIALS

If using or working with chemical or other restricted or hazardous materials, suppliers must comply with the REACH and RoHS legislation, and should ensure that these materials are correctly identified and that their handling, storage, recycling, reuse or disposal is properly monitored and managed. Employees should be educated on, and have access to, safe handling and protective measures as regards these materials.

We encourage our suppliers to aim to reduce the use of hazardous materials and to make efforts to replace them, where possible, with ones which are safer, both for employees and for the environment.

## ETHICS & BUSINESS INTEGRITY

We comply with all laws and regulations applicable to our organisation and are committed to the highest standards of ethics, business practice and corporate behaviour. This includes compliance with fair competition and anti-trust, export controls and sanctions, and intellectual property laws and regulations. We expect our suppliers to follow the same approach.

### Anti-Bribery & Corruption (ABAC)

We aim for the highest standards set by international ABAC legislation. This commitment also applies to the applicable laws relating to fraud, facilitation payments, money laundering and other financial wrongdoing.

We expect our suppliers to comply with all ABAC laws and with proper standards of business conduct.

Suppliers and their intermediaries should not tolerate bribery, extortion or any other form of corruption. The offering or payment of bribes, kickbacks or any other improper benefits (including through the use of commission, rebates or fees) to actual or potential customers, agents, dealers, suppliers, contractors and government officials, employees of these entities or any other party is prohibited.

Hyva's suppliers must not demand, arrange or accept bribes, kickbacks or other improper benefits from any entity for its own or any individual's family, friends, associates or acquaintances benefit.

## CONCEPTS

**Corruption** is "the abuse of power for the benefit of an individual or a business in the form of fraudulent conduct, including price fixing, abuse of a system, embezzlement (stealing), and bribery. It hurts everyone who depends on the integrity of people in a position of authority."

**Bribery** is a type of corruption: "unethical behaviour against competitors, Hyva, customers or the society as a whole, and includes offering, promising, giving, demanding or accepting (either directly or indirectly) anything of value to obtain, retain or direct business or to secure an improper business advantage."

**Kickbacks** are: "payments made by a recipient of an illegal gain to another person in return for that person's assistance in obtaining it". A kickback is considered a form of bribe.

**Extortion** is another type of corruption: "the practice of obtaining something, especially money, through force, intimidation, undue or illegal power or threats".

**Fraud** is: "the intentional deception or illegal, unethical, dishonest or improper conduct whereby resources or assets that could result in gain, profit or advantage to an employee or third party or harm or loss to Hyva or a third party."

**Facilitation payments** are: "small, unofficial payments made in money or in kind (for example, products) to government officials to ensure or accelerate performance of routine government actions".

**Money laundering** is: "the use of legitimate channels to "clean" money acquired through crime."

## Entertainment and gifts

No entertainment (including meals) or gifts (including travel and accommodation) should be given or received if any of these are prohibited by the applicable laws, are lavish or inappropriate or would seem so if publicly disclosed, are in the form of cash, and/or if the receiver's business judgment or decision-making process could be affected.

We expect suppliers to exercise good judgment in providing or receiving entertainment and gifts.

## Contributions and donations

Hyva expects its suppliers to not make political contributions or charitable donations if it is against the local law or has any connection with obtaining business or influencing a decision (as this could be considered as bribery).

## Books and records

All Hyva's suppliers must maintain complete and accurate books and records of all payments. It is not permissible to maintain books and records which are falsified in any way.

## Due diligence

We choose our suppliers carefully and seek to identify in advance, and address, any "red flag" indicators that a proposed relationship may raise. We encourage our suppliers to implement similar due diligence processes within their organisation and to demand full cooperation from their own business partners, in an open and transparent way.

## CONFLICTS OF INTEREST

Our suppliers are expected to avoid situations where their commercial decisions or actions are, or could be interpreted as being, influenced by that supplier's personal interests or relationships. "Personal interests" of a supplier include those of "closely connected" persons such as blood relatives, relatives through marriage, close personal friends and non-platonic relationships. Any such actual or perceived conflict of interest must be explicitly disclosed to Hyva.

## DATA PRIVACY

Suppliers shall comply with the applicable Data Privacy laws.

Appropriate measures should be taken to protect personal information where supplier has access to such data, or where threats or risks to such data are identified.

## REPORTING A CONCERN

Supplier's employees have a responsibility to ensure that the supplier and any intermediary complies with this Code of Conduct and the rules and regulations relevant to it.

We encourage anybody becoming aware of any actual or potential misconduct to report it, as considered appropriate:

- by contacting the Global Compliance Officer (m.woodger@hyva.com / +852 2483 3600 / +852 6468 1816); or
- via our whistleblowing channel, by filing a report by email to [whistleblow@hyva.com](mailto:whistleblow@hyva.com).

Reports can be made on an anonymous basis; however, it is generally easier to investigate and resolve issues if the reporter identifies themselves. We will ensure that all reports are investigated, and suitable action is taken where necessary.