

## **Code of Conduct**

### **Introduction**

HUB Electronics Ltd Code of Conduct was established in order to ensure responsible corporate governance in the areas of basic human rights, labour standards, environmental management and anti-corruption in the workplace. The company is aware and operates its business around these values.

### **Operation Purpose**

This code of conduct forms the operating basis of Hub Electronics, and is intended as a central management reference document for the purpose of protecting Human Rights, promoting fair and safe working and employment conditions, and to promote the responsible management of environmental issues and ethical standards, this Code of Conduct shall be applied in the supply and support of Hub Electronics products and services. HUB Electronics Ltd and employees shall comply with the Code of Conduct even if it stipulates a higher standard than required by national laws or regulations.

HUB Electronics Ltd requires suppliers and their subcontractors to comply with the Code of Conduct or acceptable similar standards, and to verify compliance by providing such information including reasonable access to their premises if required to satisfy HUB Electronics requirement to degree.

This information is stored electronically against each supplier for reference and used to measure preferred supplier status.

HUB Electronics Ltd supports the United Nations initiative. In order to make this commitment clear to employees, suppliers and customers, the Code of Conduct is based on the United Nations Global ten principles.

### **Code of Conduct - Supplier Supplement**

The Code of Conduct is applicable to HUB Electronics Ltd operations and to any party that contributes to HUB Electronics Ltd's products, services and other business activities, referred to as 'supplier'.

### **Code of Conduct - Compliance**

Upon request, a Supplier must, by way of providing information and/or allowing access to premises to HUB Electronics Ltd or its representative, verify to Hub Electronics Ltd reasonable satisfaction, that the Supplier and its subcontractors comply with the Code of Conduct.

## **Human Rights**

We support and respect the protection of internationally proclaimed human rights. We make sure that we are not complicit in human rights abuses.

## **Freedom of Association**

As far as any relevant laws allow, all employees are free to form and to join or not to join trade unions or similar external representative organisations.

## **Forced Labour**

Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice as required by national law or contract. Employees are not required to lodge deposits of money or identity papers with their employer.

## **Employment Conditions**

Employees understand their employment conditions. Pay and terms are fair and reasonable, and comply at a minimum with national laws or industry standards whichever is higher. Working hours comply with national laws and are not excessive. Staff holiday entitlement shall meet or exceed national guidelines.

## **Child Labour**

No persons employed who are below the minimum legal age for employment. Minimum age is the age of completion of compulsory schooling, as set out in Article 2.4 in the ILO Convention No. 138 on Minimum Age.

Children are not employed for any hazardous work, or work that is consistent with the child's personal development. A child means a person below the age of 18 years, as defined in Article 1 of the United Nations Convention on the Rights of the Child. Personal development includes a child's health or physical, mental, spiritual, moral or social development as described in the Article 32 of the United Nations Convention on the Rights of the Child.

## **Elimination of Discrimination**

Employees are treated with respect and dignity. Corporal punishment, physical or verbal abuse or other unlawful harassment and any threats or other forms of intimidation are prohibited.

All kinds of discrimination based on partiality or prejudice is prohibited such as discrimination based on race, colour, sex, sexual orientation, marital status, pregnancy, parental status, religion, political opinion, nationality, ethnic background, social origin, social status, indigenous status, disability, age, union membership and any other characteristic protected by local law, as applicable.

Employees with the same qualifications, experience and performance receive equal pay for equal work with respect to their relevant comparators.

## **Working Conditions**

A healthy and safe working environment, and if applicable in accordance with international standards and national laws.

Appropriate health and safety information and training is provided to employees. Safety includes e.g. clearly marked and unblocked exits, emergency exits and evacuation plans on each floor, regularly tested fire alarm and evacuation drills, first aid equipment, safe and correct handling, marking and labelling of chemicals, machinery and work processes.

The workplace has tolerable temperature and noise levels, adequate ventilation, sufficient lighting

