

# SUPPLIER CODE OF CONDUCT

Desiccant Technology Corporation (D-TECH) has extreme concern the spheres of social responsibility, environmental protection, corporate ethics, and business management.

We expect our suppliers ( "Suppliers" ) to adopt similar principles as this Supplier Code of Conduct ( "Code" ) and to cooperate in accordance with the principles set forth in this Code and in full compliance with the laws, rules and regulations of the countries where work is carried out.

D-TECH expects Suppliers to ensure that this Code of Conduct is conveyed to their subsidiary and affiliated entities as well as any subcontractors.

The provisions set out in this Code reference international norms and standards including the Responsible Business Alliance (RBA), the UN Supplier Code of Conduct and etc.

The Code comprises standards of five sections, (A) Ethics, (B) Labor & Human Rights, (C) Health & Safety, (D) Environmental Standards, and (E) Management Systems.

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# A ETHICS

To perform social responsibilities and to achieve success in the marketplace, Suppliers and their agents need to uphold the highest standards of ethics.

# A1 Business Integrity

The highest standards of integrity need to be upheld in all business interactions. Suppliers shall adhere to all applicable laws and have a zerotolerance policy to prohibit any and all forms of bribery, corruption, fraud, extortion and embezzlement.



A2 No Improper Advantage

Do not to promise, provide, approve, give or receive bribes, anything of value, or other forms of improper advantage (whether directly or indirectly through a third party) in order to obtain or retain business, transfer of business to others, or obtain improper advantage.

# A3 Disclosure of Information

All business transactions should be transparently performed and accurately recorded accordingly. Information regarding related labor, health and safety, environmental protection activities, business activities, organization structure, financial status and sales performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

# A4 Intellectual Property

Intellectual property rights should be respected, technology and know-how should be transmitted in a manner that protects intellectual property rights, and the goods or service provided to D-TECH shall not infringe the intellectual property rights of others; meanwhile, Suppliers shall keep the information provided by D-TECH confidential, and shall not disclose such information to others and shall not apply such information for intellectual property rights without D-TECH' s prior consent.

# A5 Fair Trade and Competition

All applicable standards of fair trade and competition are to be upheld and complied with local laws and regulations.



A6 Protection of Identity and Non-Retaliation

Programs that ensure the confidentiality and protection of supplier and employee whistleblowers (definition: any person who makes a disclosure about improper conduct by an employee or officer of a company, or by a public official or official body) are to be maintained, unless prohibited by laws. Suppliers should have a communicated process for their personnel to raise any concerns without fear of retaliation.

A7 The Source of Conflict-Free Minerals

Suppliers should ensure that raw minerals for the products are not directly or indirectly funding individual or groups of violence, human rights abuses or other crimes.

A8 Privacy

Suppliers commit reasonably protecting personal information and privacy of everyone who deal business with the company, including suppliers, customers, consumers and employees. Suppliers are to comply with all applicable laws and regulatory requirements about privacy and information security when personal information is collected, stored, processed, utilized, transmitted, and shared.

### A9 Conflict of Interest

Suppliers are required to disclose to D-TECH any situation that may appear as a conflict of interest, and disclose to D-TECH if any D-TECH staff or professional under contract with D-TECH may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

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A10 Prohibition of Unauthorized Subcontracting

Without any specific authorization, any employee of D-TECH should not request Suppliers to subcontract products or services, or procure materials, from a specific third party. If Suppliers receive a similar request like above from D-TECH' s employee(s), please notify D-TECH accordingly and immediately.

### A11 Complying with Export and Import Regulations

Suppliers shall understand and comply with all relevant laws and regulations, including export control and customs clearance, to deliver products to D-TECH, or even on behalf of D-TECH to arrange the transportation & shipment as well. This includes export/import control laws and customs laws in both countries, all necessary duties & taxes imposed, and local transportation laws.

### **B LABOR AND HUMAN RIGHTS**

D-TECH expects Suppliers to uphold the human rights of workers, and to treat them with dignity, respect and fairness. This applies to all workers including temporary employees, foreign workers, intern, contract or full-time employees, and any other types of workers.

### B1 Freely Chosen Employment

Forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. All work must be voluntary, and workers shall be able to terminate employment at any time if reasonable prior notice is given under per worker' s.

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B2 Prohibition of Child Labor

D-TECH expects Suppliers not to employ Child Labor in any stage of manufacturing. Child Labor refers to any work performed by children aged 15~16, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Suppliers shall comply with all relevant local employment laws and regulations. Workers less than 18 years old (Young Workers) shall not perform work that is likely to jeopardize their health or safety.

#### **B3** Working Hours

Working hours shall not exceed the maximum limit set by local law.

#### **B4** Wages

D-TECH expects its Suppliers to ensure the payment of wages in legal tender, (at regular intervals no longer than one month), and wages shall be paid in full and directly to the workers concerned. Suppliers should keep appropriate record of such payments. Deductions from wages are permitted only under conditions and to the extent prescribed by the applicable law, regulations or collective agreements, and Suppliers shall inform the workers concerned of such deductions at the time of each payment.

### **B5** Humane Treatment

D-TECH expects that there is not any harsh or inhumane treatment, including any and all forms of sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of such treatment.



**B6** Anti-Discrimination

D-TECH expects that Suppliers commit to a workplace free of harassment and unlawful discrimination. Suppliers shall prohibit discrimination or harassment based on race, colour, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, veteran status, protected genetic information or marital status in hiring and employment practices.

### B7 Freedom of Association and Collective Bargaining

In conformance with local applicable law, D-TECH expects Suppliers to respect the right of all workers based on his/her own choice to form and join the union, collective bargaining as well as peaceful rallies, and respect the right of workers to avoid such activities. Workers shall be able to openly communicate with management regarding working conditions and management practices.

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### C HEALTH and SAFETY

D-TECH expects Suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and manufacturing operations under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) adequate protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of harmful effects to health.

C1 Emergency Preparedness

D-TECH expects Suppliers to identify and assess potential emergency



situations and events and their impact minimized by implementing emergency response plans and measures. Such plans and measures shall focus on minimizing harm to life, environment and property.

# C2 Occupational Injury and Illness

D-TECH expects that Suppliers will establish appropriate procedures and systems to prevent, manage, track and report occupational injury and illness, and encourage worker to report, classify and record. The Suppliers shall provide necessary medical treatment assistance; investigate the cause of the accident and take improvement measures to help workers return to workplace faster.

# C3 Industrial Hygiene

D-TECH expects Suppliers to identify and evaluate the impact of chemical, biological and physical hazards on employees, and to eliminate or control potential hazards through appropriate engineering, administrative control and personal protective equipment.

# C4 Human Factors Prevention

D-TECH expects Suppliers to identify, evaluate and control the impact of human factors on workers, including manual handling of materials or repeated lifting of heavy objects, standing for long periods of time, and highly repetitive or intensive assembly work.

# C5 Machine Safeguarding

D-TECH expects Suppliers to assess the potential hazards of production equipment or other types of machinery. In order to prevent possible injuries to



workers caused by machines, physical guards, and interlocking devices should be provided and properly maintained.

### C6 Sanitation, Food, and Housing

D-TECH expects Suppliers to provide workers clean toilet facilities, clean drinking water and sanitary food, storage, and dining facilities.

### C7 Health and Safety Communication

D-TECH expects Suppliers to provide appropriate training on occupational health and safety in the language used by workers or in the language that they can understand. Post health and safety-related materials in conspicuous places or workplace where workers can identify and access easily.

### C8 Natural Disaster Risk Mitigation

D-TECH expects Suppliers to be aware of possible natural disasters, such as earthquakes, droughts, floods, typhoons, etc. at the factory location, and assess the possibility and severity of personnel injury, property damage, and operational disruptions. Based on the assessment results, the risks of natural disasters should be mitigated through establishing appropriate protection, and emergency response procedures.

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### D ENVIRONMENTAL STANDARDS

D-TECH expects Suppliers to be aware that the responsibility on environmental protection is an integral part of the production of products. In the process of manufacture, the adverse effects on the community, environment and natural resources should be minimized, while complying with relevant environmental laws.

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D1 Environmental Permits and Compliance

D-TECH expects that Suppliers' all necessary environmental-related permits, approvals and registrations shall be obtained, and the above-mentioned documents should be maintained and updated, as well as compliance with the operating and reporting requirement of the permit.

#### D2 Chemical Substances

D-TECH expects that Suppliers' chemical substances harmful to the environment shall be identified and managed to ensure the handling of chemical substances can be conducted in a safe manner ( "Handling" refers to such activities as the manufacture, import, export, sale, transport, use, storage or discarding of chemical substances.), and the chemical substances shall be reported and registered on schedule in order to comply with regulations.

#### D3 Wastewater and Waste

D-TECH expects hat Suppliers' wastewater and waste generated from operations, production and human activities are to be identified, controlled, treated and monitored in compliance with the laws and regulations. D4 空污排放

### D4 Air Emissions

D-TECH expects that Suppliers' air emissions from operations, production, and ozone depleting chemicals are to be identified, controlled, treated and monitored in compliance with the laws and regulations.

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D5 Water Management

D-TECH expects Supplier to implement water management programs to record, classify, and monitor the use and discharge of water sources; seek opportunities for water conservation.

D6 Energy Consumption and Greenhouse Gas Emissions

D-TECH expects that Suppliers' energy consumption and greenhouse gas emissions shall be tracked, recorded, and checked in the workplace. Suppliers shall look for methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

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#### E MANAGEMENT SYSTEMS

It is the expectation of D-TECH that Suppliers shall implement a management system to ensure compliance with applicable laws, conformance with this Code, and facilitate continual improvement.

#### E1 Company Commitment

D-TECH expects Suppliers allocate appropriate resources to fulfill the expectations listed in this Code, and to convey the principles listed in this Code to their supply chain.

#### E2 Management Accountability and Responsibility

D-TECH expects Suppliers to assign executive management and company representative(s) to be in charge of ensuring the implementation of the management systems and relevant programs related to this Code. Top management level shall carry out operational inspections of the management



system.

### E3 Legal and this Code's Requirements

Suppliers shall comply with all applicable laws and regulations about quality, health, safety and the environment. All necessary permits and registrations shall be obtained, maintained and updated, including the requirements of this Code.

### E4 Risk Assessment and Management

D-TECH expects Suppliers to have appropriate programs identifying the environmental, health, safety, labor practice and ethics risks associated with supplier' s operations. By determining the related significance for each risk and implementing appropriate programs, Suppliers are able to control the identified risks and ensure regulatory compliance.

# E5 Improvement Objectives

D-TECH expects Suppliers to set up written objectives, targets and implementation plans to improve supplier' s performance on social & environmental responsibility.

### E6 Training

D-TECH expects Suppliers to develop training programs for management and employees to implement related policies, programs and improvement objectives and to meet applicable legal and regulatory requirements.

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E7 Communication

D-TECH expects Suppliers to convey the policies, practices, expectations and performance of these programs to workers and customers clearly and accurately.

E8 Audits and Assessments

D-TECH expects that self-evaluations are conducted by Suppliers to ensure conformity to legal and regulatory requirements, the content of this Code, and customer contractual requirements in related to social responsibility, environmental responsibility, corporate governance and code of ethics.

E9 Supplier Responsibility Suppliers shall ensure they align with the principles set forth in this Code of Conduct.

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Matters not listed in this Code shall comply with relevant government laws and regulations.

Supplier sign

Date: / /