



Supplier Code of Conduct

Founded in 1984, RiverSide Electronics, Ltd. is a contract manufacturer of electronic and electromechanical assemblies with a worldwide presence. RiverSide Electronics is committed to providing a quality product and quality services to our customers. Our quality commitment is reliant upon, and is a direct reflection of, the integrity of our valued employees and suppliers and their dedication to excellence. To ensure that the suppliers of RiverSide Electronics, Ltd. meet our standards and expectations of ethical business practices and demonstrate social and environmental responsibility, RiverSide Electronics has in place a Supplier Code of Conduct adapted from the Electronic Industry Code of Conduct (EICC). All suppliers are asked to adhere to this Supplier Code of Conduct. Failure of a supplier to comply with the code may result in the discontinuation of business relationships.

1. LABOR

a. Freely Chosen Employment

Forced, bonded or indentured labor or involuntary prison labor is not to be used. All work will be voluntary, and workers should be free to leave upon reasonable notice. Workers shall not be required to hand over government-issued identification, passports or work permits as a condition of employment.

b. Child Labor

The use or support of child labor is strictly prohibited. RiverSide Electronics, Ltd. will not employ nor engage in business with suppliers who employ children under the age of 15 (or 14 where the law of the country permits), or under the age for completing compulsory education, or under the minimum age for employment in the country, which ever is greatest. Legitimate workplace apprenticeship programs that comply with all laws and regulations are supported. Workers under the age of 18 should not perform hazardous work and may be restricted from night work with consideration given to educational needs.

c. Wages and Working Hours

Compensation paid workers shall comply with all applicable wage laws, including those related to minimum wage and overtime.

d. Nondiscrimination

RiverSide Electronics, Ltd. supports equal opportunity and operates under the belief that all workers should be employed and compensated based on their ability to perform their job, and not on the basis of gender, race, religion or culture. Suppliers are expected to conduct business in accordance with local laws concerning discrimination and hiring practices.

2. HEALTH and SAFETY

a. Occupational Safety

Worker exposure to potential safety hazards are to be controlled through proper design, engineering and administrative controls, preventative maintenance, and safe work procedures (including lock-out/tag-out). Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate personal protective equipment. Workers shall not be disciplined for raising safety concerns.

b. Emergency Preparedness

Emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures, including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities, and recovery plans.

c. Occupational Injury and Illness

Procedures and systems are to be in place to manage, track and report occupational injury and illness, including provisions to:

- a) Encourage worker reporting
- b) Classify and record injury and illness cases
- c) Provide necessary medical treatment
- d) Investigate cases and implement corrective actions to eliminate their causes
- e) Facilitate return of workers to work.

d. Industrial Hygiene

Worker exposure to chemical and physical agents is to be identified, evaluated, and controlled. When hazards cannot be adequately controlled by engineering and administrative means, workers are to be provided with appropriate personal protective equipment.

e. Physically Demanding Work

Worker exposure to physically demanding tasks, including manual material handling and heavy lifting, prolonged standing and highly repetitive or forceful assembly tasks is to be identified, evaluated and controlled.

f. Machine Safeguarding

Physical guards, interlocks and barriers are to be provided and properly maintained for machinery used by workers.

g. Dormitory and Canteen

If Worker dormitories are provided by the Participant or a labor agent they are to be clean, safe, and provide emergency egress, adequate heat and ventilation and reasonable personal space. Workers are to be provided with clean toilet facilities, access to potable water and sanitary food preparation and storage facilities.

3. ENVIRONMENTAL

a. Environmental Permits and Reporting

All required environmental permits (e.g. discharge monitoring) and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

b. Pollution Prevention and Resource Reduction

Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

c. Hazardous Substances

Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

d. Wastewater and Solid Waste

Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

e. Air Emissions

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

f. Product Content Restrictions

Participants are to adhere to all applicable laws and regulations regarding prohibition or restriction of specific substances including labeling laws and regulations for recycling and disposal.

Participants are also to adhere to processes to comply with each agreed-upon customer-specific restricted and hazardous materials list.

4. MANAGEMENT SYSTEM

a. Management Accountability and Responsibility

The Participant (supplier) identifies a company representative(s) responsible for ensuring implementation and periodic review of the status of their management systems.

5. ETHICS

a. Business Integrity

The highest standards of integrity are to be expected in all business interactions. Any and all forms of corruption, extortion and embezzlement are strictly prohibited and will result in immediate termination and legal actions.

b. No Improper Advantage

RiverSide Electronics, Ltd. prohibits the offer or acceptance of gifts or other favors to its employees from current or potential suppliers in circumstances where gift-giving may influence a transaction.

Bribery and kickbacks are criminal acts that are strictly prohibited by law. Such behavior will not be tolerated. Any incidence of bribery, kickback or improper payments will be subject to criminal penalties.



c. Intellectual Property/Confidential Information

RiverSide Electronics, Ltd. expects its suppliers to keep and protect any proprietary, confidential or personal information imparted to them; likewise, RiverSide will not disclose any confidential information pertaining to its suppliers.

Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights. Means to safeguard customer information should be available.

d. Community Engagement

Community engagement is encouraged to help foster social and economic development.