



JOT AUTOMATION

# SUPPLIER CODE OF CONDUCT



## 1 OUR PRINCIPLE

As reflected in our **Code of Conduct**, JOT Automation (hereinafter "JOT") is committed to high standards of integrity and sustainability. We expect all our suppliers to adhere to similar standards and to conduct their business ethically.

**We always conduct business according to applicable laws, rules and regulations.** As a supplier, you must comply with all applicable laws and regulations, the requirements set out in this JOT Supplier Code of Conduct and your contractual obligations to us. This JOT Supplier Code of Conduct defines the main principles underlying your business activities as one of our suppliers

## 2 LABOR AND HUMAN RIGHTS

**We respect human rights and equality denouncing any act of discrimination.** JOT believes all workers in our supply chain deserve a fair and ethical workplace and must be treated with the utmost dignity and respect. As a supplier to JOT, you shall

- Respect the personal dignity, privacy and rights of each individual;
- Refuse to make any person work against their will;
- Prohibit behaviour including gestures, language and physical contact, that is sexual, coercive, threatening, abusive or exploitative;
- Ensure that the commissioning or deployment of any private security forces / guardians do not lead to violations of personnel human rights.

### 3 FAIR LABOR CONDITIONS

At JOT, **we treat our employees equally with respect and dignity and have zero tolerance for any kind of harassment and abuse.** As a Supplier, you shall ensure fair labor conditions. In particular, you will

- Implement ethical recruiting and employment, refrain from any discrimination based on gender, age, ethnicity, minority, nationality, religion, disability, union membership, political affiliation or sexual orientation;
- Respect the rights of employees to freely associate and bargain collectively;
- Not tolerate or use child labor in any stage of your activities other than in accordance with all applicable laws and regulations;
- Not use any forced labor, including but not limited to involuntary prison labor, victims of slavery and human trafficking and allow all employees the choice to leave their employment freely upon reasonable notice;
- Compensate employees fairly and follow local wage regulations and / or collective agreements, and where these do not exist, compensate employees so at the minimum they can meet their basic needs;
- Ensure that all workers are paid the same wages for the same work, and pay special attention to possible differences in compensation between genders and workers from minorities or vulnerable groups;
- Ensure that working hours, including overtime, do not exceed applicable legal requirements, and where such requirements do not exist, we recommend that working hours not exceed sixty hours per week including overtime;
- Ensure that pregnant or nursing workers only undertake appropriate tasks, are exempt from nightshifts or overtime work, and are not exposed to hazards;
- Ensure that employees are allowed uninterrupted days off per week according to local labor laws;
- Promote diversity, equity and inclusion within your workforce;
- Provide an anonymous complaint mechanism for

managers and workers to report workplace grievances;

- Supplier shall protect whistleblower confidentiality and prohibit retaliation.

### 4 HEALTH AND SAFETY

Worker health, safety, and well-being is important to JOT. You shall provide and maintain a safe and healthy workplace for all of your employees.

- Establish appropriate organizational structures and procedures for the effective management of health and safety risks and improvement programmes;
- Ensure that all workers are sufficiently aware of these risks and appropriately trained on the implementation of control measures;
- Workers shall have the right to refuse unsafe work and to report unhealthy working conditions.

### 5 ENVIRONMENT

JOT is committed to protecting the environment. **We strive for solutions that help to reduce the environmental impact and ecological footprint.** We expect our Suppliers to provide products and materials that conform to relevant product and material safety as well as environmental related regulatory requirements and international standards. You shall conduct your business in an environmentally sustainable way. In particular, you shall

- Be knowledgeable of environmental legislation and applicable regulations and provide evidence of compliance with such regulations;
- Obtain, keep current, and comply with all required environmental permits;
- Take appropriate and adequate measures aimed at avoiding waste, re-using resources, recycling as well as the safe, environmentally friendly disposal of residual waste, chemicals and other hazardous substances, and wastewater;
- Take appropriate measures to ensure efficient use of energy, water and raw materials, usage of

- renewable resources and a minimisation of damage to the environment and health;
- Ensure not to cause harmful soil modification, water pollution, air pollution, harmful noise emission or excessive water consumption, which may lead to significant impairment of the natural foundations for food and drinking water or the health of a person;
- Take appropriate measures to reduce air emissions that pose a risk to the environment and health, including greenhouse gas emissions;
- In order to improve the environmental performance of JOT products and services, reduce proactively greenhouse gas emissions along the entire supply chain, for instance through increased use of carbon neutral energy sources;
- If requested by JOT, provide overall energy consumption and carbon emissions (GHG protocol scopes 1, 2 and 3) data of services, materials and/or products so that JOT can improve the environmental performance indicators of its products.

## 6 BUSINESS ETHICS

**We deal honestly, ethically, professionally and fairly with employees, customers, suppliers and other third parties. We have zero tolerance for taking or giving bribes and any other form of corruption for improper advantage.** JOT expects the highest standards of ethical conduct in all of our endeavors. Supplier shall always be ethical in every aspect of its business, including relationships, practices, sourcing, and operations.

You shall conduct your business in an ethical manner. In particular, you shall

- Refrain from any and all forms of corruption, extortion and bribery, and specifically ensure that payments, gifts or other commitments to customers (including JOT employees), government officials and any other party are in compliance with applicable anti-corruption laws;
- Accurately record and report finances, transactions and assets. Comply with the laws

- that govern financial records, accounting principles, tax obligations and financial disclosures. Further comply with laws against money laundering and are alert about suspicious financial transactions that may be intended to cover up proceeds of criminal activity;
- Adhere to anti-trust and other competition laws;
- Disclose to JOT information regarding potential conflicts of interest relating to your activities as a JOT supplier, including disclosure of any financial interest a JOT employee may hold in your business;
- Protect all confidential information provided by JOT and our respective business partners;
- Respect intellectual property rights of JOT and others, making sure no counterfeit parts enter the value chain;
- Adhere to international trade regulations and export control regulations;
- Comply with the prohibition of unlawful eviction and the prohibition of unlawful deprivation of land, forests and waters in the acquisition phase, development or other use of land, forests and waters.

## 7 RESPONSIBLE SOURCING OF MATERIALS

At JOT, we are determined to comply with regulatory and customer requirements regarding the prohibition and restriction of substances, including hazardous substances and conflict minerals. Therefore, suppliers shall ensure that the goods provided to JOT are in compliance with requirements covered under the scope of all relevant regulations. In particular, you will

- Implement management systems in order to identify applicable risks and take appropriate steps to mitigate them;
- Implement a policy regarding conflict minerals and exercise due diligence to investigate the source of these minerals;
- Respond in a timely manner to JOT's requests for evidence of your compliance with these requirements;

- Ensure not to contribute directly or indirectly to supporting private or public security forces that unlawfully exercise control over mining sites, transportation routes and upstream stakeholders in the supply chain;
- Not directly or indirectly source from the nations, persons and organizations on the Specially Designated Nationals and Blocked Persons List, also known as the SDN List and exercise due diligence on the source and chain of custody of all materials therein;
- Exercise due diligence to the material processing level in order to determine whether relevant materials originate from regions with high risks, which include areas associated with conflict, worst forms of child labor, forced labor and human trafficking, gross human rights violations such as widespread sexual violence, or other reasonably objective high risk activities, including severe health and safety risks, as well as negative environmental impacts.

## 8 BUSINESS AND INFORMATION SECURITY

You shall conduct your business in a secure manner. In particular, you shall

- Protect all confidential information provided by JOT and our respective business partners;
- Protect property, assets and data from improper or unauthorized use and exercise care to avoid their loss, theft or damage;
- use assets for legitimate business purposes only;
- Follow all applicable data-privacy regulations and laws on the collection, processing and transfer of personal data and cooperate in good faith with JOT to ensure compliance with the aforementioned requirements;
- Implement reasonable measures for minimizing exposure of JOT to security threats such as terrorism, crime, pandemics and natural disasters;
- When visiting or working at JOT locations, follow JOT's security procedures and report any security concerns to the appropriate JOT channels;

- Implement and maintain practices to maintain business continuity.

## 9 MANAGEMENT SYSTEMS

Supplier's operations shall have a certified management system at least in accordance with ISO 9001 in the version respectively valid. As an alternative, a different, suitable certified system is also possible that is customary in the industry and complies with the content of the ISO 9001 requirements.

## 10 INSPECTIONS AND CORRECTIVE ACTIONS

In order to ensure and demonstrate compliance with the JOT Supplier Code of Conduct, you shall keep record of all relevant documentation, and provide to us supporting documentation upon request. To verify your compliance, we reserve the right to audit and inspect your operations and facilities, at our own cost and upon reasonable notice, with or without support of a third party. If the results of such an audit or inspection cause us to be of the opinion that you do not comply with this JOT Supplier Code of Conduct, you shall take necessary corrective actions in a timely manner, as directed by us. If you fail to comply with this JOT Supplier Code of Conduct, then we may take action against you, including suspending or terminating your activities as one of our suppliers.