



Supplier Code of Conduct

InnoLight Technology (Suzhou) Ltd. has always committed to promoting ethical commercial behavior and social responsibility on the supply chain. These Guidelines reflect InnoLight's demand for human respect and environmental protection from our partner companies on the supply chain, as well as our social responsibility. We hope that all suppliers, especially our long-term key suppliers, will comply with these behavior guidelines.

1 Integrity and Compliance

In addition to complying with the Supplier Behavior Guidelines (hereinafter referred to as "Guidelines"), suppliers must also comply with applicable local laws. For the same theme, if provisions exist in both applicable local laws and these Guidelines, and there is no conflict between the two, the more stringent requirements shall prevail. If there is conflict between the terms in these Guidelines and the local laws, and compliance with these Guidelines will lead to contravention of the law, compliance with the highest standards in the local laws shall prevail.

2 Human Rights

Suppliers should respect internationally recognized human rights, and should not violate such rights in any form or manner. Suppliers should respect the human dignity, personal privacy, and basic rights of each individual.

3 Labor Standards

3.1 Freedom of Association and Collective Bargaining Rights

Suppliers should guarantee and recognize the freedom of association, and the right to collective bargaining if consensus has been reached by a certain proportion of staff (employees and workers, hereinafter referred to as "Staff"). Suppliers cannot discriminate against representatives of Staff or union members, and should guarantee that they are able to exercise their union functions at the workplace.

When the freedom of association and collective bargaining rights are restricted by law, suppliers should allow their Staff the freedom to select their representatives.

3.2 Forced Labor

Suppliers cannot use forced or compulsory labor, including, but not limited to, bonded labor. Suppliers should guarantee that free choice exists and that there is no coercion in the relationship between their Staff and the company.

Suppliers should allow their Staff the right to resign at will after providing reasonable notice. Staff should not be asked to pay any deposit, or submit their identity documents or similar documents in order to obtain or retain their jobs.

3.3 Child Labor

Suppliers cannot hire or use child labor. Under these Guidelines, in China, "child/children" means any person under the age of 16. In other countries, "child/children" means any person under the age of 15. In case an older compulsory school age or minimum work age exists as stipulated in the relevant country or the relevant local laws, the older age shall prevail. "Child labor" refers to labor involving children or adolescents, with the exception of acceptable situations as stipulated under International Labor Organization's (ILO) Minimum Age Convention (C1973).

Suppliers who are aware of child labor should adopt remedial measures immediately. Such remedial measures should be

able to protect the child's best interests.

Suppliers should guarantee that their Staff under the age of 18 will not engage in hazardous work. Under these Guidelines, "hazardous work" refers to work that puts Staff in the following work environments: physical, mental, or sexual abuse; working underground, under-water, at high altitudes, and in confined space; operating dangerous machinery, instruments and tools; handling or transporting heavy loads; exposed to hazardous materials, pharmaceuticals, work processes, temperatures, noise, or vibrating environment; working long hours, working at night, or under other difficult environments such as working under unreasonable restrictions.

3.4 Anti-Discrimination

Suppliers should prohibit direct or indirect discrimination based on the following circumstances, and ensure equal opportunity and fair treatment in recruitment and at work: race, color, age, sex, sexual orientation, handicap, pregnancy, language, religion, political beliefs, association memberships, marital status, country or social background, social status, wealth, lineage, or other circumstances. Furthermore, suppliers may not force or permit their staff to undergo medical checks of a discriminatory nature. Suppliers should ban completely and should not tolerate any unacceptable or insulting behavior, including: psychological abuse, sexual harassment, discriminatory actions, as well as sex-related, coercive, menacing, defamatory, and exploitative language and physical contact.

3.5 Staff Employment Criteria

Suppliers should offer remuneration in line with the statutory minimum salary standards. Staff should be notified of the payment standards for salary promptly.

Suppliers should ensure that the working hours will not be excessive and are, at a minimum, in line with local laws.

Overtime shall be both voluntary and properly compensated.

Suppliers should respect their Staff's right to take leave, and should guarantee that all Staff are entitled to the right of paid leave.

Suppliers should sign a written labor agreement including easy-to-understand employment terms with all their Staff.

4 Health and Safety

If necessary, suppliers should build an occupational health and safety management system. InnoLight encourages our suppliers to go through the ISO 45001 certification.

4.2 Occupational Health and Safety Management

Suppliers should identify, assess, and manage occupational health and safety hazards by prioritizing hazard elimination, replacement, engineering control, administrative control processes, and/or personal protective equipment.

4.3 Emergency Preparedness and Response For Unexpected Events

Suppliers should identify and evaluate potential emergency situations. For each situation, suppliers should develop and implement emergency plans and response procedures to minimize damage to life, environment, and property.

4.4 Accident Management

Suppliers should establish a system for workers to report health and safety accidents and hazardous incidents, and investigate, track, and manage such reports. Suppliers must implement improvement action plans to reduce risks, provide necessary treatment measures, and assist workers in returning to work smoothly.



4.5 Working and Living Conditions

Suppliers should provide workers with convenient and clean restroom facilities as well as drinking water. The catering, meal preparation, and storage facilities provided by suppliers should comply with hygiene standards. The worker dormitories provided by suppliers or third parties should be clean, safe, and have reasonable living space.

4.6 Health and Safety Information Communication

Suppliers should provide appropriate workplace health and safety training to workers in their native language. Health and safety related information must be clearly posted in the factory.

5 Environment

Suppliers should support precautionary measures against environmental challenges, drive greater responsibility towards the environment, and encourage the development and promotion of environmental-friendly technologies.

Supplier behaviors should comply with local and common international environmental standards.

Suppliers should commit to the reduction of environmental impact and sustained enhancements on environmental performance.

If necessary, suppliers should build an environmental management system. InnoLight encourages our suppliers to go through the ISO14001 certification.

5.1 Environmental Permits and Reports

All necessary environmental permits (such as emission monitoring), approval documents, and registration certificates should be obtained, maintained, and updated, and their operational and reporting requirements should be followed.

5.2 Solid Waste

Suppliers should adopt a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste.

5.3 Exhaust Emissions

Volatile organic chemicals, spray, corrosive substances, suspended particles, ozone depleting substances and combustion by-products generated during production and operation shall be classified, routinely monitored, controlled and treated as required before discharge. Ozone depleting substances should be effectively managed in accordance with the Montreal Protocol and applicable regulations. Suppliers should conduct routine monitoring of the operation status of their air emission control systems.

5.4 Restricted Substances

Suppliers shall comply with relevant laws, regulations, and customer requirements regarding the prohibition or restriction of certain specific substances (including recycling and disposal marks) in products and manufacturing processes.

5.5 Water Resources Management

Suppliers should implement a water resource management plan to record, classify, and monitor water resources, their use, and discharge; Seeking to protect water resources and control pollution channels. All wastewater must be classified, monitored, controlled, and treated as required before discharge or disposal. Suppliers should regularly monitor the operation status of their wastewater treatment and control systems to ensure optimal performance and compliance.

5.6 Greenhouse Gas Emission Management



Suppliers should identify, manage, reduce, and responsibly control greenhouse gas (GHG) emissions during their operations. Suppliers should regularly quantify greenhouse gas emissions and set corresponding targets and monitor implementation progress, reducing greenhouse gas emissions through energy conservation, use of clean energy, or other methods.

6 Prohibited Commercial Behaviors

6.1 Corruption and Other Prohibited Commercial Behaviors

Suppliers should comply with the laws and regulations related to bribery, corruption, fraud, and other prohibited commercial behaviors. Suppliers cannot offer, promise, or give any improper advantages, benefits, or incentives to any government officials, international organizations, or third parties, regardless whether the improper advantage is given directly or offered indirectly.

6.2 Gifts, Entertainment and Expenses (Business Etiquette)

Suppliers cannot directly or indirectly offer gifts to the staff, representatives, or other personnel of InnoLight. Travel expenses for InnoLight staff will be borne by our Company. Offering or accepting entertainment, expenses and gifts during the process of contract negotiation, tendering, and rewards are prohibited.

6.3 Money Laundering

Suppliers should firmly oppose to different forms of money laundering and adopt measures to prevent financial transactions being used for money laundering activities.

6.4 Competition

Under no circumstances should suppliers trigger or participate in any common or specific competition provisions, including collective price-fixing, illegal market allocation, or other illegal activities.

6.5 Responsible Mineral Procurement

Suppliers should adopt policies to conduct due diligence on the sources and regulatory chains of tantalum, tin, tungsten, and gold in their products, in order to reasonably ensure that their sources comply with the Organization for Economic Cooperation and Development (OECD) Due Diligence Guidelines for Mineral Supply Chains in Conflict Affected and High-Risk Areas or equivalent and recognized due diligence frameworks.

6.6 Information Disclosure

All business transactions should be transparent and accurately recorded in the supplier's business books and records. Information regarding suppliers' labor, health and safety, environmental practices, business activities, structure, financial status, and performance should be disclosed in accordance with relevant regulations and current industry practices. Falsification of records or false reporting of various actual operational situations in the supply chain is not allowed.

6.7 Intellectual Property Right

Intellectual property rights should be respected, and the transfer of technology or experiential knowledge should be carried out in a manner that protects intellectual property rights, and the information security of customers and suppliers should be protected.

7 Management System



7.1 Company Commitment

Suppliers should prepare a company statement to demonstrate their commitment to fulfilling social and environmental responsibilities, ethical conduct, and continuous improvement. Suppliers should write this statement in the local official language and post it in all factories.

7.2 Management Accountability and Responsibility

Suppliers should clearly designate senior executive management personnel and company representatives responsible for ensuring the implementation of management systems and related plans. Senior management should regularly review the status of the management system.

7.3 Risk Assessment and Risk Management

A procedure used to identify legal compliance, environmental, health and safety, labor practices, and ethical risks related to supplier operations. Determine the relative importance of each risk, implement appropriate procedures and substantive control measures to control identified risks and ensure compliance.

7.4 Improvement Objectives

Written performance goals, indicators, and implementation plans should be established, and the progress of the supplier's proposed goals and plans should be regularly evaluated to improve the supplier's social, environmental, health, and safety performance.

7.5 Training and Communication

Suppliers should develop and maintain training courses for management and workers to correctly implement their policies and procedures and achieve the supplier's continuous improvement goals. Suppliers should establish processes to clearly and accurately communicate their performance, practices, policies, and expectations to their workers, sub-suppliers, and subcontractors. Suppliers should have a continuous improvement process in order to obtain feedback on practices related to this code and promote continuous improvement.

7.6 Review and Evaluation

Regular self-assessment to ensure compliance with legal and regulatory requirements related to social and environmental responsibility, the requirements of this guideline, and customer contract requirements.

7.7 Corrective Action Process

The procedure for promptly correcting defects identified during internal or external evaluations, inspections, investigations, and reviews.

7.8 Documentation and Records

Suppliers must retain corresponding documents and records to ensure compliance with rules and regulations.

For more social responsibility content, please refer to the RBA website:

<https://www.responsiblebusiness.org/code-of-conduct/>