



T.V.K. Group

Global Partner

T.V.K. Group

SUPPLIER CODE OF CONDUCT



T.V.K.

Global Business Partner

Introduction

At T.V.K. Group we are committed to the highest standards of business conduct and practices in order to maintain the trust and respect of our customers, shareholders, other stakeholders and the wider community. As such, T.V.K. Group bases its supplier relationships on lawful, fair and ethical business conduct and practices. We expect our suppliers to adhere to applicable legal and regulatory requirements in all of their dealings with us.

T.V.K. Group's Supplier Code of Conduct ("Code of Conduct") is made available to ensure that our suppliers understand T.V.K. Group's commitment, expectation and requirements of acceptable business conduct and practices. Please review this Code of Conduct carefully with your employees, suppliers, agents and representatives. This Code of Conduct applies to all suppliers that provide products and/or services to T.V.K. Group and its subsidiaries, joint ventures, divisions and/or affiliates. T.V.K. Group requires suppliers and their employees to commit to this Code of Conduct without any exceptions, as a condition of doing business. Suppliers are also expected to comply with any applicable additional policies of T.V.K. Group's affiliates in local jurisdictions. It is unlikely that the Code of Conduct will conflict with local laws or regulations, however in the event of conflict arising, the local laws and/or regulations must always be followed.

The standards of this Code of Conduct are in addition to, and not in lieu of, the provisions of any legal agreement or contract between a supplier and T.V.K. Group.

Labor and Human Rights

T.V.K. Group expects its suppliers to conduct business activities in a manner which is compliant with and promotes fundamental human rights. For suppliers based in or subject to the law of the People's Republic of China (PRC law), such human rights shall be determined pursuant to PRC law.

Prohibit the Use of Child Labor

Suppliers must always adhere to the minimum age limit for work, as defined by national laws and/or regulations, and comply with relevant International Labor Organization (ILO) standards. Under no circumstances shall a supplier permit young workers to perform work that exposes them to mental, physical, social or moral danger or harm, or that improperly interferes with their educational development.

Prohibit all Forms of Forced or Compulsory Labor

T.V.K. Group is committed to understanding all potential modern slavery risks related to its business and to putting in place steps aimed at ensuring that there is no slavery or human trafficking in T.V.K. Group's business or supply chains.

Suppliers must not, under any circumstances, participate in human trafficking; forced, involuntary, or slave labor; or purchase materials or services from companies using forced, involuntary, or slave labor.

Compensation

Suppliers shall ensure that working hours, wages and benefits will be consistent with legal and industry standards, including those regulations pertaining to minimum wages, overtime, mandatory benefits and other elements of compensation.

Health and Safety

Suppliers must provide workers with a safe and healthy work environment in accordance with all applicable health and safety laws, regulations and standards. Suppliers must comply with T.V.K. Group's health and safety policy, as may be updated from time to time, and must report any health and safety incidents in accordance with the terms of such policy. Suppliers must take proactive measures that support accident prevention and minimize health risk exposure. T.V.K. Group takes supplier breaches of health and safety laws, regulations and standards seriously and may terminate a supplier relationship where such laws, regulations and standards have not been complied with.

Environment

Suppliers are expected to conduct their operations in a way which minimizes the impact on natural resources and protects the environment, customers, and employees. Suppliers must ensure their operations comply with all environmental laws and regulations.

Ethics and Compliance

Gifts and Gratuities

Suppliers should refer to and comply with T.V.K. Group's Gift and Entertainment policy available at www.t-v-k.com and those policies of the local T.V.K. Group entity for which suppliers are transacting business.

Anti-Bribery and Corruption

Suppliers should refer to and comply with T.V.K. Group's Anti-Bribery and Corruption Policy available at www.t-v-k.com and those policies of the local T.V.K. Group entity for which suppliers are transacting business.

Conflicts of Interest

Suppliers shall avoid all conflicts of interest or situations giving the appearance of a potential conflict of interest while engaged in business with T.V.K. Group. Suppliers shall not enter into any transactions with T.V.K. Group employees which could potentially create a conflict of interest. Suppliers are required to immediately report any situations of potential or apparent conflicts between their interests and the interests of T.V.K. Group.

Confidential Information and Data Protection

Proper management of confidential information is critical to the success of both T.V.K. Group and its suppliers. Confidential information includes all non-public information that might be useful to competitors or harmful to T.V.K. Group or its customers if disclosed. While performing work for T.V.K. Group, suppliers may have access to proprietary and/or confidential information. Suppliers are required to maintain the confidentiality of such information entrusted to it and to protect all T.V.K. Group information, electronic data, intellectual property, design and technologies with appropriate safe-guards using the same care that the supplier exercises with its own proprietary and confidential information. Suppliers shall not disclose such information to any other person without the advance written consent of T.V.K. Group, unless such disclosure is legally mandated. Any transfer of confidential information must be executed in a way that secures and protects the intellectual property rights of T.V.K. Group and its suppliers. Suppliers may receive T.V.K. Group confidential information only as authorized by a non-disclosure agreement and must comply with their obligations to not use the information except as permitted by the agreement, and to protect the information from misuse or unauthorized disclosure. Suppliers must respect the intellectual property of T.V.K. Group and shall not use T.V.K. Group or its affiliates' or subsidiaries' trademark, images, patented technology or other materials, including materials of third parties, unless explicitly authorized by T.V.K. Group in writing. If a supplier becomes aware of an actual or possible unauthorized disclosure of T.V.K. Group information, it must be reported immediately to T.V.K. Group's Legal and Risk Department.

Suppliers shall do business in a manner that is compliant with the requirements of all applicable data protection and privacy laws and regulations.

State and Trade Secrets

Suppliers may not, directly or indirectly, wrongfully solicit, obtain or use on behalf of T.V.K. Group, or wrongfully disclose to T.V.K. Group, any information of any other person, association, firm, corporation, government or other entity, which is secret, confidential, proprietary, classified for national security or national interest purposes, or government procurement sensitive (e.g., source selection information) or any other information which may offer T.V.K. Group an illegal or unfair advantage.

Accurate Accounting Records

Suppliers shall maintain accurate financial books and business records in accordance with all applicable laws, regulations and accepted accounting practices. Suppliers shall accurately document all transactions related to their transactions with T.V.K. Group.

Antitrust and Competition Laws

T.V.K. Group adheres strictly to the requirements of competition or anti-trust laws and regulations in every jurisdiction in which it does business and requires its suppliers to comply with such laws and regulations at all times.

Compliance with Export Laws

T.V.K. Group complies with, and expects its suppliers to comply with, all applicable laws and regulations concerning embargoes and sanctions. T.V.K. Group strictly prohibits its suppliers from directly or indirectly, conducting transactions with blacklisted individuals, entities, or countries. In addition, suppliers shall not, directly or indirectly, provide to T.V.K. Group any material or service from a country, or by a person or entity that is subject to embargoes and/or sanctions restricting transactions with specific foreign entities, persons or countries.

In order to ensure compliance with applicable laws and regulations concerning embargoes and sanctions, suppliers shall implement due diligence compliance practices to screen their employees, customers, suppliers, vendors, agents and other business associates, including all parties in each transaction such as banks, insurance companies etc.

Contractual Compliance

Suppliers shall not breach or violate any of its existing agreements, including without limitation employment agreements, consulting agreements, non-disclosure agreements and technology licenses, if such breach could give rise to a claim at law against T.V.K. Group.

News Media Inquiries

Suppliers must not represent themselves to the media as speaking on behalf of T.V.K. Group, unless expressly authorized in writing to do so. Suppliers shall immediately refer any media inquiries to T.V.K. Group's Group Corporate Communications Director.

Compliance with Laws, Rules and Regulations

T.V.K. Group's suppliers must comply with the laws, rules, regulations and any T.V.K. Group policies of the locations in which they operate. Suppliers are expected to be familiar with the business practices of their suppliers and subcontractors, and ensure they operate according to this Code of Conduct. T.V.K. Group may discontinue its relationship with suppliers who fail to comply with this Code of Conduct.

Non-Compliance Reporting

The standards of conduct described herein are critical to the ongoing success of T.V.K. Group's relationship with its suppliers. Any supplier may address questions or comments about this Code of Conduct to the Group General Counsel.

Violations of the T.V.K. Group Supplier Code of Conduct can be reported confidentially by [E-mail at contact@t-v-k.com](mailto:contact@t-v-k.com).

