



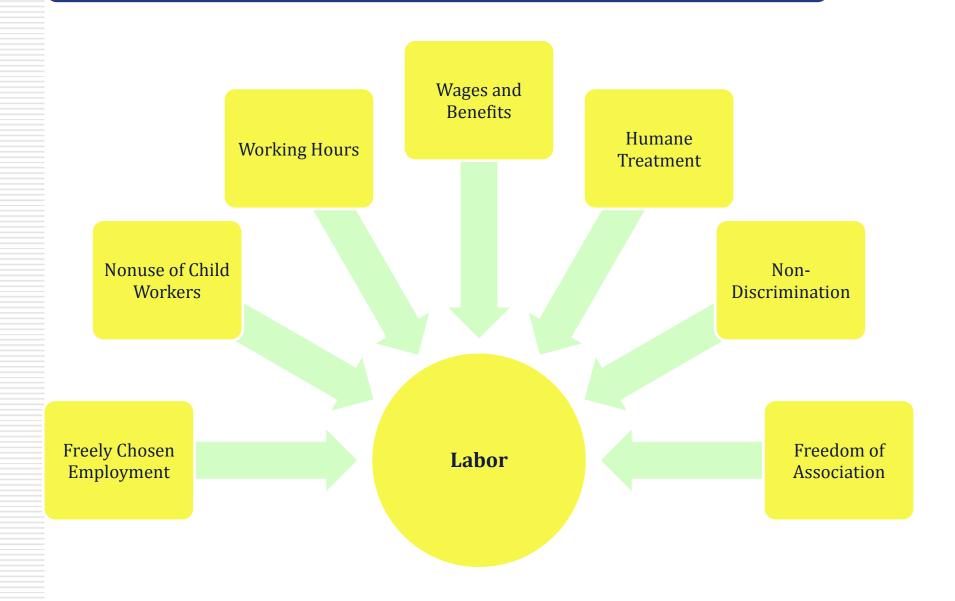


# Five Main Aspects



Note: Cather 's CSR standards are mainly cited from the "Responsible Business Alliance, (RBA)" Code of Conduct.





## **1)** Freely Chosen Employment

- Forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking of persons shall not be used.
- All work must be voluntary and workers shall be free to leave work at any time or terminate their employment.
- Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to their identity or immigration documents, such as government-issued identification, passports or work permits, unless such holdings are required by law.

# 2) Young Workers

- Any person under the age of 16 is not to be used in any stage of manufacturing.
- Workers under the age of 18 (Young Workers)shall not perform work that is likely to jeopardize their health or safety.

## **3)** Working Hours

- Workweeks are not to exceed the maximum set by the stakeholders.
- Workers shall be allowed at least one day off every seven days.

# **4)** Wages and Benefits

- Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits.
- Deductions from wages as a disciplinary measure shall not be permitted.

#### **5)** Humane Treatment

There is to be no harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers; nor is there to be the threat of any such treatment.

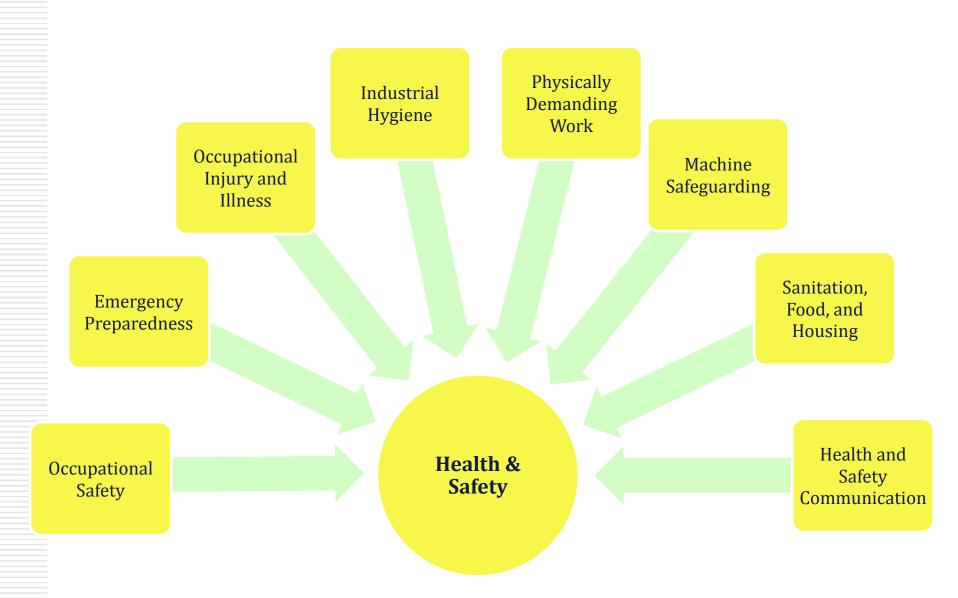
#### \* 6) Non-Discrimination

The company is committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training.

## 7) Freedom of Association

• In conformance with local law, the company respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.





# 1) Occupational Safety

- Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicles, and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and ongoing safety training.
- Workers are to be provided with appropriate, well-maintained, personal protective equipment and educational materials about risks to them associated with these hazards

#### **2)** Emergency Preparedness

 Emergency Preparedness Potential emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures. Such plans and procedures shall focus on minimizing harm to life, the environment and property.

## 3) Occupational Injury and Illness

 Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness.

#### **4)** Industrial Hygiene

 Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. Engineering or administrative controls must be used to control overexposures.

#### **5)** Physically Demanding Work

 Worker exposure to the hazards of physically demanding tasks is to be identified, evaluated and controlled.

## \* 6) Machine Safeguarding

 Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

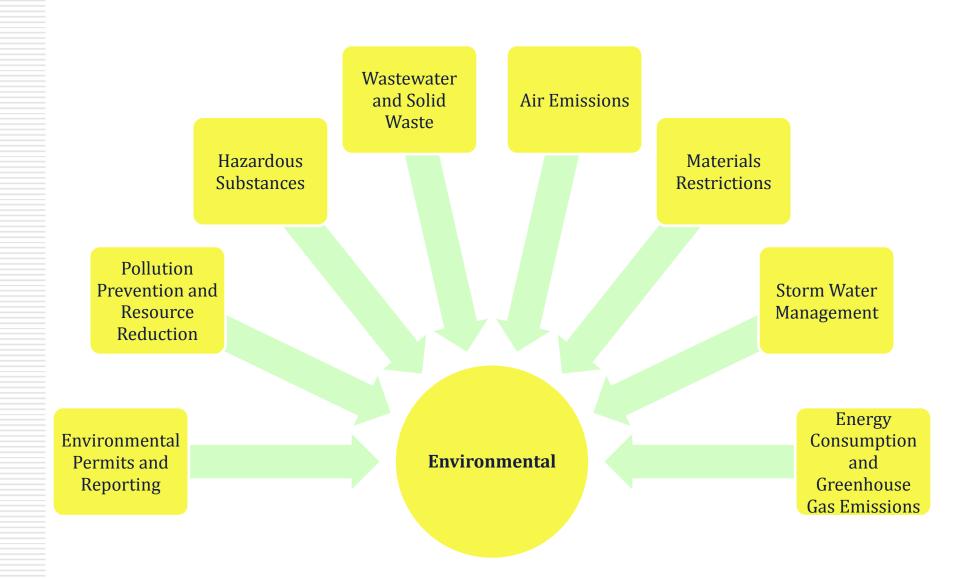
# 7) Sanitation, Food, and Housing

- Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities.
- Worker dormitories provided by the company or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, and reasonable personal space along with reasonable entry and exit privileges.

# \* 8) Health and Safety Communication

■ The company shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.





# 1) Environmental Permits and Reporting

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

#### 2) Pollution Prevention and Resource Reduction

 The use of resources and generation of waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices.

#### **3)** Hazardous Substances

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

#### **4)** Wastewater and Solid Waste

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

#### 5) Air Emissions

 Air emissions generated from operations are to be characterized, routinely monitored, controlled and treated as required prior to discharge.

#### **6)** Materials Restrictions

 The company is to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.



- 7) Storm Water Management
  - The company shall implement a systematic approach to prevent contamination of storm water runoff.
  - The company shall prevent illegal discharges and spills from entering storm drains.
- \*8) Energy Consumption and Greenhouse Gas Emissions
  - Energy consumption and greenhouse gas emissions are to be tracked and documented, at the facility and/or corporate level.
  - The company is to look for costeffective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.





## 1) Business Integrity

 The highest standards of integrity are to be upheld in all business interactions. The company shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement.

#### 2) No Improper Advantage

 Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted.

#### \* 3) Disclosure of Information

 Information regarding labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

## **4)** Intellectual Property

 Intellectual property rights are to be respected; transfer of technology and knowhow is to be done in a manner that protects intellectual property rights.

- **5)** Fair Business, Advertising and Competition
  - Standards of fair business, advertising and competition are to be upheld. Appropriate means to safeguard customer information must be available.
- 6) Protection of Identity and Non-Retaliation
  - Programs that ensure the confidentiality, anonymity and protection of the company and employee whistleblowers are to be maintained.
- 7) Responsible Sourcing of Minerals
  - The company shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country.



#### \* 8) Privacy

- The company is to commit to protecting the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers and employees.
- The company is to comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.





# 1) Company Commitment

 A corporate social and environmental responsibility policy statements affirming the company's commitment to compliance and continual improvement, endorsed by executive management and posted in the facility in the local language.

## **2)** Management Accountability and Responsibility

• The company clearly identifies senior executive and company representative[s] responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.

#### **3)** Legal and Customer Requirements

 A process to identify, monitor and understand applicable laws, regulations and customer requirements.

# **4)** Risk Assessment and Risk Management

A process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with the company's operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

#### **5)** Improvement Objectives

 Written performance objectives, targets and implementation plans to improve the company's social and environmental performance, including a periodic assessment of the company's performance in achieving those objectives.

#### 6) Training

 Programs for training managers and workers to implement company's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

## **\* 7)** Communication

 A process for communicating clear and accurate information about the company's policies, practices, expectations and performance to workers, suppliers and customers.

## \* 8) Worker Feedback and Participation

 Ongoing processes to assess employees' understanding of and obtain feedback on practices and conditions covered by this Code and to foster continuous improvement.

#### • 9) Audits and Assessments

 Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.



#### **10)** Corrective Action Process

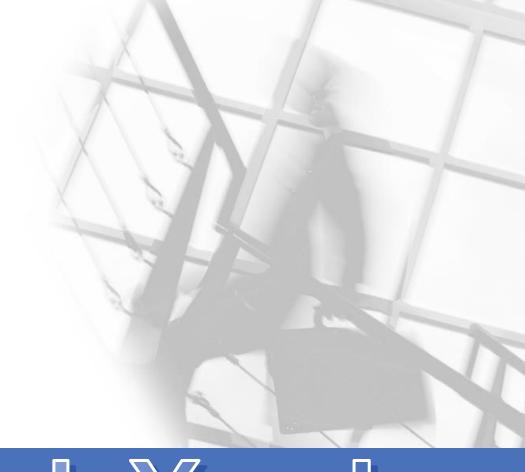
 A process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

#### **11)** Documentation and Records

 Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

#### \$\psi\$ 12) Supplier Responsibility

 A process to communicate Code requirements to suppliers and to monitor supplier compliance to the Code.



# Thank You I

