



VENDOR CODE OF CONDUCT



This Vendor Code of Conduct is applicable to all ‘Suppliers’ globally. ‘Supplier’ here refers to suppliers/service providers/vendors/traders/agents/consultants/contractors/joint-venture partners/third parties including their employees, agents and other representatives, who have a business relationship with and provide, sell, seek to sell, any kinds of goods or services to Silfab Solar Inc. or any of its subsidiaries (directly or indirectly) and affiliates or divisions.

This Code embodies Silfab Solar’s commitment to internationally recognized standards, including the Core Conventions of the International Labour Organization, United Nations’ Universal Declaration of Human Rights as well as prevalent industry standards, and all other relevant and applicable statutory requirements concerning Environment Protection, Minimum Wages, Child Labour, Anti-Bribery, Anti-Corruption, Health and Safety, whichever requirements impose the highest standards of conduct.

✦ Labour & Human Rights

Adhering to all Labor Laws and Human Rights Laws, Suppliers shall:

FORCED LABOR AND CHILD LABOR: Ensure that all their employees are hired on their own free will and guarantee that all their operations are free from forced, bonded, compulsory, indentured, prison labour or any other form of compulsory labor and child labour. Silfab does not tolerate the use of forced and child labour and expect the suppliers to abide by the International standards as defined by the International Labor Organization (ILO).

DISCRIMINATION: Ensure that all its employees are provided equal employment opportunities, an environment conducive to their growth, free from any form of discrimination and harassment. Vendors must follow all applicable employment laws, must not engage in acts of verbal or physical harassment and must not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, disability, or any other characteristic prohibited by applicable law.

HOURS OF LABOUR: Ensure compliance with minimum working hours and minimum wages prescribed by applicable laws and regulations.

SLAVERY AND TRAFFICKING: Comply with all slavery and human trafficking laws. Suppliers must ensure they have taken steps to ensure their business operations are free from slavery and human trafficking practices both internally and within their supply chains and other external business relationships.

COMPENSATION: Vendors must fairly compensate their employees by providing wages and benefits which are in compliance with the local and national laws and regulations of the jurisdictions in which the Vendors are doing business, or which are consistent with the prevailing local standards in the countries, if the prevailing local standards are higher.

EMPLOYEE IDENTIFICATION: Vendor shall NOT confiscate or withhold worker identity documents or other valuable items, including work permits and travel documentation of any of its workers/employees. Vendor’s employees should be free to resign their employment in accordance with local and national laws or regulations without unlawful penalty.

✦ Health, Safety & Environmental Sustainability

Vendor shall provide its employees with a safe and healthy working environment and comply with all applicable laws and regulations regarding working conditions.

Vendors must comply with all laws, regulations, ordinances, rules, product registrations, permits, licenses approvals and orders regarding the environment, health, and safety and the use of restricted substances in the countries in which they do business

Vendors must be prepared for emergency situations. This includes worker notification and evacuation procedures, emergency training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment and adequate exit facilities. Vendors must regularly train employees on emergency planning, emergency exit procedures and responsiveness.

✦ Business Ethics & Integrity

ANTI-BRIBERY: Vendor shall not, directly or through intermediaries, take any recourse to any unethical behaviour (implicit or explicit), or offer or promise any personal or improper advantage in order to obtain or retain a business or other advantage from a third party, whether public or private, including with any employee of Silfab Solar Inc.

More Specifically

Shall not offer or accept bribe or use other means of obtaining undue or improper advantage, offer or accept any kickbacks, and shall not take any actions to violate or cause its business partners to violate any applicable anti-bribery laws and regulations including , not limited to the Foreign Corrupt Practices Act of USA (FCPA).

Shall not take any advantage of any family/social/ political connections to obtain favorable treatment or for the advancement of business or obtaining any favours. Merit shall be the sole attribute of association with Silfab Solar.

Shall not enter into a financial or any other relationship with a Silfab Solar employee that creates any actual or potential conflict of interest for Silfab Solar. The Vendor is expected to report any situation where an employee or professional under contract with may have an interest of any kind in the Supplier’s business or any kind of economic ties with the Supplier.

Shall not offer any gift, hospitality or entertainment for the purpose of obtaining any advantage, order or undue favor.

UNFAIR TRADE PRACTICES: Supplier shall desist from any unfair or anti-competitive trade practices.

WHISTLEBLOWING PROCEDURE: Vendors must establish processes to enable the employees to report concerns or illegal activities through a formal reporting structure. Vendor must investigate reported incidents and take corrective action, including appropriate disciplinary action up to and including employee termination, if necessary. Vendors must not take retaliatory action against any employees who in good faith report a concern, questionable behavior or illegal activity.

Vendor shall ensure that an effective grievance procedure has been established to ensure that any worker/employee, acting individually or with other workers, can submit a grievance without suffering any prejudice or retaliation of any kind.

🔗 **Intellectual Property**

Vendor shall take appropriate steps to safeguard and not infringe any Silfab Solar confidential and proprietary information/intellectual property/technology/trademarks/patents/copyrights/trade secrets which come to its knowledge during the course of its business relationship/dealings with Silfab Solar. Vendors have a duty to keep proprietary information strictly confidential and protected from disclosure.

🔗 **Reporting & Investigations**

Vendors must immediately report to Silfab Solar its findings of any violation of law or of the provisions of the Vendor Code of Conduct relative to its activities with Silfab Solar. Vendors must fully cooperate to take all reasonable measures to investigate and remediate any non-compliance with the Vendor Code of Conduct.

🔗 **Audit Rights**

In order to ensure compliance with these standards and subject to the terms of any specific contractual provisions that apply, Silfab Solar or a third party designated by Silfab Solar may, upon reasonable prior notice, audit Vendors’ facilities and the facilities of Vendors’ business partners and subcontractors, and such audit may include review of the Vendors’ and its business partners’ books and records related to the products or services provided to Silfab Solar.

🔗 **Supplier’s Compliance Commitment**

Silfab Solar expects the Vendors to adhere to all applicable laws and regulations and in particular comply with this Code in letter and spirit. It is the Vendor’s responsibility to read and understand the contents of this Code and Policy. As a condition of doing business with Silfab Solar, the Vendor must comply with this Code and agree to uphold such values during its business association with Silfab Solar.

The Vendor shall maintain adequate documentation to demonstrate compliance with the principles of this Code, and allow access to check compliance upon request with reasonable notice.

The Vendor shall notify immediately regarding any known or suspected improper behaviour by anyone including Vendor itself relating to its dealings with Silfab Solar, or any known or suspected improper behaviour by Silfab Solar employees.

We hereby confirm that we share, adhere to and apply the values as stated in Silfab’s Vendor Code of Conduct.

Company Name

Signee Name (Please Print)

Signee Signature

Signee Title

Date



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