

# POPSOCKETS

## SUPPLIER CODE OF CONDUCT

At PopSockets, we hold human rights and labor law compliance in the highest regard. Our Code reflects these core values and aligns with the Fair Labor Association (FLA) and the International Labor Organization (ILO). We choose to work with business partners who share and live up to our commitment to responsible and ethical practices. In situations where the law and our Code do not align, the stricter of the two will apply.

**Employment Relationship** – Suppliers will adopt and adhere to conditions of employment and rules that respect workers and ensure that all phases of employment, from recruitment to retrenchment, are conducted in a responsible manner. At a minimum, worker rights will be safeguarded under national and international labor and social security laws and regulations. Suppliers will post this Code in areas accessible to workers and translated into local languages.

**Wages and Benefits** – Every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. Differences in compensation among workers cannot be based solely on gender. Suppliers will comply with all local wage and benefit laws and pay at least the legal minimum wage or the prevailing wage, whichever is higher. Overtime pay will be calculated at the legal rate whether compensated by hour or piece rate and paid at a premium rate. Suppliers will work to compensate workers for a regular work week at a rate that sufficiently meets the worker's basic needs and provides discretionary income. Where these goals are not met, business partners will work with PopSockets to take legal and appropriate actions that seek to progressively realize these goals.

**Working Hours** – Suppliers will comply with local laws regulating work times, vacation, leave periods and holidays. The regular work week will not exceed 48 hours and, other than in exceptional circumstances, the total of regular and overtime hours shall not exceed 60 hours. Workers will not be required to work more than the legally allowed regular and overtime hours and all overtime work will be consensual. Suppliers will not request overtime on a regular basis and shall compensate all work at a premium rate. The supplier will provide reasonable rest periods and at least 24 consecutive hours of rest in every seven-day period.

**Worker Voice and Protections** – Suppliers will maintain functioning grievance mechanisms for workers, including at least one confidential reporting channel, with documented resolution procedures. Workers will not be retaliated against by management for reports made using the grievance mechanism.

**Child Labor** – Suppliers will not employ any person under the age of 17 or under the age for completion of compulsory education, whichever is higher. All local child labor laws concerning work hours, wages, minimum education, internship, and apprenticeship, and working conditions will be followed. The supplier will maintain "proof of age" documents.

**Forced Labor, Slavery, and Human Trafficking** – Suppliers will prohibit the use of forced, bonded, indentured or prison labor, which is defined as any work or service extracted from a person under the threat of penalty and which the worker does not offer voluntarily. No workers will be required to hand over passports or identity documents or pay recruitment-related fees. Any form of slavery and human trafficking is strictly prohibited.

**Non-Discrimination** – Suppliers will employ workers solely based on their ability to do the job and will not discriminate in hiring, compensation, advancement, discipline, termination, or retirement on the basis of age, gender, racial characteristics, disability, sexual orientation, maternity or fertility status, marital, partnership or family status, political opinion, social group, nationality or ethnic origin, religious or personal beliefs. Workers will not be forced or pressured to submit to pregnancy tests or to use contraception.

**Freedom of Association and Collective Bargaining** – Suppliers will recognize and respect the rights of workers to freedom of association and collective bargaining. Workers will be free to organize and bargain collectively without interference or intimidation.

**Harassment or Abuse** – Every worker is to be treated with respect and dignity. Suppliers will not use fines as a disciplinary practice or corporal punishment, physical, sexual, psychological, or verbal harassment or other forms of mental or physical coercion, abuse, or intimidation.

**Health and Safety** – Suppliers will comply with all legally mandated standards providing a clean, safe, and healthy work environment with sufficient conditions to prevent accidents and injuries. Appropriate accommodation will be provided to workers in connection with pregnancy and maternity responsibilities.

**Environmental Standards** – Suppliers will comply with all laws related to the environment. Measures will be adopted to mitigate negative impacts the operation has on the environment.

**Anti-Corruption and Transparency** – Suppliers conduct business in compliance with applicable anti-corruption laws and regulations. Bribes, kickbacks or other similar unlawful or improper payments are strictly prohibited. Suppliers will be transparent, accurate and ethical in reporting their operations, policies, procedures, and records. Suppliers will allow inspection of their facilities and records and those of subcontractors by approved 3rd party inspectors to verify compliance with this Code and legal requirements.

**Unauthorized Subcontracting** – Suppliers will disclose and receive our authorization in advance of subcontracting any product, component, or related work. Subcontractors will commit to upholding the standards in this Code. It is the direct supplier's responsibility to ensure its subcontractors' compliance with this code.