

i-charging

Code of Conduct
Suppliers and Sub-suppliers

i-charging

INTRODUCTION

i-charging is convinced that the daily concerns relating efficiency and economic growth can never be dissociated from an irreprehensible ethical conduct. In addition to the enforcement of quality, environment and safety principles, i-charging has made a commitment to conducting its business according to the highest standards of social responsibility.

i-charging understands that the business practices and actions of a supplier may reflect upon i-charging. By accepting the commitment reflected in this code of conduct, i-charging also intends to develop its cooperation with suppliers that share similar values, to create business relations compliant with the correct standards of enterprise ethics.

With this code of conduct, i-charging establishes common and detailed standards and expectations for its suppliers and sub-suppliers, committing them to social, labour and environmental matters.

i-charging thus commits itself to be a force for change in the society, interacting with the surrounding communities, promoting actions that encourage sustainable development.

i-charging expects these rules to become a key guide, not only by contributing for the consolidation of partnerships between i-charging and its suppliers but also by contributing to the economic, social and environmental sustainability.

SCOPE AND SUPPLIER'S RESPONSIBILITIES

This code of conduct is applicable to all i-charging's suppliers.

DEFINITIONS:

A "supplier" means all the entities that provide good and services to i-charging.

A "sub-supplier" means all the entities in the supply chain that, direct or indirectly, provide goods or services, used in the production of goods or services of the supplier or/and i-charging.

All i-charging's suppliers must inform all their suppliers of these requirements, and by this mean ensure that all sub-suppliers also obey this code of conduct. In the event of noncompliance, the supplier will assume all the responsibility for the respective sub-supplier's actions.

RULES OF SOCIAL CONDUCT

i-charging is aware of the universal and fundamental human rights included in International Conventions and Treaties, mainly in Universal Declaration of Human Rights of the United Nations and the International Labour Organization, always acting in accordance with those same rights.

It is a fundamental condition for the establishment of any partnerships between i-charging and its suppliers and sub-suppliers that all these obey the principles of conduct, better identified below:

- **Child Labour** – i-charging strongly repudiates and fully disavows the use of child labour. Therefore, i-charging’s suppliers and sub-suppliers must not, by any means, direct or indirectly use or benefit from child labour. A child worker is an individual that, according to the Law, has not reached 15 years or, under the applicable minimum age for completion or compulsory education, or under the minimum age for employment in any particular country, whichever is greatest. . The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is supported. Workers under the age of 18 shall not perform work that is likely to jeopardize the health, safety or morals of young workers. Suppliers shall not require juvenile workers to work overtime or perform night work. Suppliers shall also comply with all other applicable laws and regulations regarding the employment of minors.

- **Forced and compulsory labour** – Suppliers or sub-suppliers must not make use of forced and/or compulsory labour. Suppliers shall only use voluntary labor and shall not engage in any form of human trafficking or use any type of forced labor including slave, bonded, indentured, involuntary or prison labor. Involuntary labor includes the transportation, harboring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation. All work must be voluntary and workers shall be free to leave work at any time or terminate their employment. Suppliers shall not require workers to surrender any government-issued identification, passports or other travel documentation or work permits as a condition of employment or for any other reason. Excessive fees are unacceptable and all fees charged to workers must be disclosed. Suppliers shall ensure that workers’ contracts clearly convey the conditions of employment in a language understood by the workers. Supplier shall not impose unreasonable restrictions on movement within the workplace or upon entering or exiting company-provided facilities. Suppliers shall ensure that any third-party recruitment agencies used comply with the provisions of this Code and applicable laws.

- **Health and Safety** – Suppliers and sub-suppliers must be committed to the safety and health of their employees and shall provide and maintain a safe work environment by minimizing physical and

chemical hazards through proper design, engineering and administrative controls, preventative maintenance, safe work procedures (including lockout/tag out) and ongoing safety training. Suppliers are responsible for assuring that all workers are qualified to perform their work functions safely. Suppliers shall provide workers with appropriate workplace health and safety training in their primary language and health and safety related information shall be clearly posted in the facility. They must provide all workers with clean sanitary facilities and access to clean water and, if applicable, decent changing rooms and hygienic facilities for food storage. In case of providing housing, the suppliers must ensure to offer clean and safe facilities that provide their workers basic needs. Safety instructions must be given to all employees.

- **Freedom of Association and Collective Bargaining** – Suppliers must not interfere in the exercise of their employee’s rights concerning freedom of association and collective bargaining. If there are trade union representatives in the company, they should not be discriminated, interfered with or harassed in any way. In the absence of formal representation, Suppliers shall ensure that workers have a mechanism in place that facilitates open communication between management and workers and allows workers report grievances with management regarding working conditions and management practices without fear of reprisal, intimidation or harassment.
- **Discrimination and Equality of Opportunities** – Suppliers must be committed to a workforce free of harassment and unlawful discrimination. Suppliers must not connive with or perform any type of discrimination based on race, gender, nationality, language, ancestry, sexual orientation, marital status, physical impairment, religion, political and/or religious convictions, trade union movement, family responsibilities or any other type or form of discrimination.
- **Disciplinary procedures** – The suppliers must treat their employees with respect and dignity by not using or tolerating the use of physical, mental and/or verbal punishment or coercion towards the employees. Likewise, violence, harassment or abuse of power must be vehemently repudiated.
- **Working time** – Suppliers must maintain work hours in compliance with all applicable laws and regulations. Further, a workweek shall be restricted to a maximum of 60 hours, including overtime, except in emergencies or unusual situations, and workers shall take at least one day off every seven days. Suppliers shall follow all applicable laws and regulations with respect to working hours and days of rest, and all overtime must be voluntary.
- **Salary** – Workers should have the ability to earn fair wages, as determined by applicable local law. Suppliers must comply with all applicable wage and hour laws and regulations, including those relating to minimum wage, overtime, and other elements of compensation, and must provide all

legally mandated benefits. Workers shall be paid at least the minimum legal wage or a wage that meets local industry standards, whichever is greater. Supplier shall compensate workers for overtime hours at the legal premium rate. Suppliers shall communicate pay structure and pay periods to all workers. Suppliers shall pay accurate wages in a timely manner, and wage deductions shall not be used as a disciplinary measure. Suppliers are fully responsible for the quality, performance, behavior, supervision and protection of their personnel.

RULES OF ENVIRONMENTAL CONDUCT

Considering the environmental concerns accepted by i-charging, the company will undertake to use the most adequate technologies available as a way to prevent and minimize the environmental impacts. Furthermore, i-charging also commits to include environmental sustainability issues in its decision-making process.

Every supplier or sub-supplier must equally minimize the environmental impacts and regulate itself by the following rules:

- Reduce waste and its emissions for air, soil and water
- Handle chemicals in an adequate environmental way
- Manage hazardous waste in an adequate environmental way
- Promote the re-usage and recycling of materials and products
- Adopt good practice that minimizes the noise emissions level
- Do not deliberately pollute air, soil and water
- Do not eliminate waste in an illegal way (burn, bury, abandon, ...)
- Do not waste natural resources (water, energy, forest, ...)

ACCESS FOR TESTING AND COMMITMENT

i-charging has decided to enhance the rules of this Code of Conduct for the selection and approval of its good and services' suppliers. Being so, its abidance will be considered in the selection, evaluation and pursuance of a supplier, and establishment of measures of verification and orientation to be performed in visits and audits in its suppliers. The nonconformities detected on this scope must have their causes identified and must be object to corrective measures that block their reappearance.