**Coex Supplier Code of Conduct**

Coex is committed to the highest standards of social and environmental responsibility and ethical conduct. Coex’s suppliers are required to provide safe working conditions, treat workers with dignity and respect, act fairly and ethically, and use environmentally responsible practices wherever they make products or perform services for Coex.

Coex requires its suppliers to operate in accordance with the principles in this Coex Supplier Code of Conduct (“Code”) and in full compliance with all applicable laws and regulations. This Code outlines Coex’s expectations for Supplier conduct regarding labor and human rights, health and safety, environmental protection, ethics, and management practices.

Coex will assess its suppliers’ compliance with this Code, and any violations of this Code may jeopardize the supplier’s business relationship with Coex, up to and including termination. This Code applies to Coex suppliers and their subsidiaries, affiliates, and subcontractors (each a “Supplier”) providing goods or services to Coex, or for use in or with Coex products. Additionally, Coex maintains detailed standards that explicitly define our expectations for compliance with this Code.

**Labor and Human Rights**

Coex believes all workers in our supply chain deserve a fair and ethical workplace. Workers must be treated with the utmost dignity and respect, and suppliers shall uphold the highest standards of human rights.

**Anti-Harassment and Abuse.**

Supplier shall commit to a workplace free of harassment and abuse. Supplier shall not threaten workers with, or subject them to, harsh or inhumane treatment, including but not limited to verbal abuse and harassment, psychological harassment, mental and physical coercion, and sexual harassment.

**Prevention of Involuntary Labor and Human Trafficking**

Supplier shall ensure that all work is voluntary. Supplier shall not traffic persons or use any form of slave, forced, bonded, indentured, 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. Supplier shall not withhold workers’ original government-issued identification and travel documents. Supplier 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. Supplier shall ensure that the third-party recruitment agencies it uses are compliant with the provisions of this Code and the law. Suppliers recruiting foreign contract workers either directly or through third party agencies shall be responsible for payment of all fees and expenses in excess of one month of the worker’s anticipated net wages.

**Prevention of Underage Labor**

Supplier shall employ only workers who are at or above the applicable minimum legal age.

**Working Hours**

Supplier shall follow all applicable laws and regulations with respect to working hours and days of rest, and all overtime must be voluntary.

**Wages and Benefits**

Supplier shall ensure that all workers receive at least the legally mandated minimum wages and benefits. Supplier shall pay accurate wages in a timely manner, and wage deductions shall not be used as a disciplinary measure.

**Health and Safety**

Worker health, safety, and well-being is important to Coex. Supplier shall provide and maintain a safe work environment and integrate sound health and safety management practices into its business. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions.

**Occupational Health, Safety, and Hazard Prevention**

Supplier shall identify, evaluate, and manage occupational health and safety hazards through a prioritized process of hazard elimination, engineering controls, and/or administrative controls. Supplier shall provide workers with job-related, appropriately maintained personal protective equipment and instruction on its proper use.

**Emergency Prevention, Preparedness, and Response**

Supplier shall identify and assess potential emergency situations. For each situation, Supplier shall develop and implement emergency plans and response procedures that minimize harm to life, environment, and property. To the extent that Supplier transports goods for Coex into the United States, Supplier shall comply with the C-TPAT (Customs-Trade Partnership Against Terrorism) security procedures on the U.S. Customs website at [www.cbp.gov](http://www.cbp.gov) (or other website established for such purpose by the U.S. government).

**Working and Living Conditions**

Supplier shall provide workers with reasonably accessible and clean toilet facilities and potable water. Supplier-provided dining, food preparation, and storage facilities shall be sanitary. Worker dormitories provided by Supplier or a third-party shall be clean and safe and provide reasonable living space.

**Health and Safety Communication**

Supplier 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.

**Environmental Permits and Reporting**

Supplier shall obtain, keep current, and comply with all required environmental permits. Supplier shall comply with the reporting requirements of applicable permits and regulations.

**Ethics**

Coex expects the highest standards of ethical conduct in all of our endeavors. Supplier shall always be ethical in every aspect of its business, including relationships, practices, sourcing, and operations.

**Business Integrity**

Supplier shall not engage in corruption, extortion, embezzlement, or bribery to obtain an

unfair or improper advantage. Supplier shall abide by all applicable anti-corruption laws and regulations of the countries in which it operates and applicable international anti-corruption conventions.

**Disclosure of Information**

Supplier shall accurately record information regarding its business activities, labor, health and safety, and environmental practices and shall disclose such information, without falsification or misrepresentation, to all appropriate parties.

**Protection of Intellectual Property**

Supplier shall respect intellectual property rights and safeguard customer information. Supplier shall manage technology and know-how in a manner that protects intellectual property rights.

**Community Engagement**

Supplier is encouraged to help foster social and economic development and contribute to the sustainability of the communities in which it operates.

**Management Commitment**

Coex believes that sound management systems and commitment are key to enriching the social and environmental well-being of our supply chain. Coex holds our suppliers accountable to this Code and all of its standards. Supplier shall implement or maintain, as applicable, a management system that facilitates compliance with this Code and the law, identifies and mitigates related operational risks, and facilitates continuous improvement.

**Management Accountability and Responsibility**

Supplier shall identify company representatives responsible for ensuring implementation and periodic review of its management systems. Supplier shall have a Corporate Social Responsibility (CSR) or Sustainability representative that reports directly to executive management and has the responsibility and authority to manage social and environmental compliance requirements for the business.

**Risk Assessment and Management**

Supplier shall develop and maintain a process to identify labor and human rights, health and safety, environmental, business ethics, and legal compliance risks associated with its operations; determine the relative significance of each risk; and implement appropriate procedures and controls to control the identified risks.

**Audits and Assessments**

Supplier shall perform periodic evaluations of its facilities and operations, and the facilities and operations of its subcontractors and next-tier suppliers to ensure compliance with this Code and the law.

**Documentation and Records**

Supplier shall have processes to identify, understand, and implement applicable laws and regulations and requirements of this Code. Suppliers shall maintain documents and records to ensure regulatory compliance.

**Training and Communication**

Supplier shall develop and maintain management and worker training programs to facilitate proper implementation of its policies and procedures and to fulfill Supplier’s continuous improvement objectives.

**Corrective Action Process**

Supplier shall have a process for timely correction of any deficiencies or violations identified by an internal or external audit, assessment, inspection, investigation, or review.

**WE HAVE READ, UNDERSTAND AND AGREE TO COEX’S SUPPLIER CODE OF CONDUCT**

**By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[name of signer] Date**

**[position]**

**[name of supplier]**