

# Sonfuat Supplier Code of Conduct

Version 1.0 2024

## Introduction

Sonfuat Precision Industries Sdn. Bhd. (Sonfuat) is committed to conducting business with integrity, fairness, and respect for ethical, environmental, and social standards. This Supplier Code of Conduct outlines the minimum expectations for all suppliers, subcontractors, and service providers who work with Sonfuat. Compliance with this Code is mandatory, and non-compliance may result in the termination of business relationships.

## 1. Labor Practices

Suppliers must ensure fair labor practices and uphold the dignity and rights of workers:

- **No Forced Labor:** Prohibit all forms of forced, bonded, or involuntary labor. Workers must work voluntarily and be free to leave employment upon reasonable notice.
- **No Child Labor:** Suppliers shall comply with minimum age requirements as per local labor laws and the International Labour Organization (ILO) standards.
- **Non-Discrimination:** Suppliers must provide equal employment opportunities and prohibit discrimination based on race, gender, religion, age, disability, or other protected statuses.
- **Fair Wages and Benefits:** Comply with all applicable wage laws, including minimum wages, overtime pay, and legally mandated benefits.
- **Safe Working Hours:** Ensure that working hours comply with local laws, and employees are not required to work excessive hours.

## 2. Health and Safety

Suppliers must provide a safe and healthy workplace environment:

- **Workplace Safety:** Identify and mitigate risks of accidents and exposure to health hazards.
- **Ergonomics:** Ensure workstations and equipment are designed to minimize worker discomfort or injury.
- **Emergency Preparedness:** Establish and maintain emergency procedures and provide training for workers to respond to health and safety emergencies.
- **Access to Facilities:** Provide clean drinking water, hygienic restrooms, and appropriate accommodations, where applicable.

## 3. Environmental Responsibility

Suppliers must comply with applicable environmental laws and demonstrate a commitment to sustainable practices:

- **Waste Management:** Handle, store, and dispose of hazardous and non-hazardous waste responsibly.
- **Pollution Prevention:** Implement measures to minimize emissions of harmful substances and ensure proper control of pollutants.
- **Resource Efficiency:** Conserve energy, water, and raw materials, striving to reduce environmental impact.

#### 4. Ethical Business Practices

Sonfuat expects suppliers to uphold the highest standards of ethics and integrity:

- **No Corruption or Bribery:** Prohibit all forms of bribery, corruption, extortion, and embezzlement.
- **Conflict of Interest:** Avoid any activities that conflict with the interests of Sonfuat. Suppliers must disclose potential conflicts through the provided channel.
- **Fair Competition:** Adhere to fair trade practices and comply with antitrust laws.
- **Whistleblowing:** Encourage employees to report unethical or illegal conduct through Sonfuat's whistleblowing platform.

#### 5. Management Systems

Suppliers must implement systems to ensure compliance with this Code:

- **Monitoring and Reporting:** Establish processes to regularly assess and ensure compliance with the principles outlined in this Code.
- **Training and Communication:** Train employees and communicate the requirements of this Code to ensure understanding and adherence.
- **Documentation and Audits:** Maintain accurate records to demonstrate compliance and cooperate with Sonfuat's audit processes.

#### 6. Acknowledgment and Compliance

By signing this Code of Conduct, suppliers agree to:

- Comply with the principles outlined in this document.
- Allow Sonfuat or its representatives to conduct periodic audits.
- Implement corrective actions promptly in case of non-compliance.

Failure to comply with this Code may result in the suspension or termination of business relationships.

#### 7. Whistleblowing and Reporting

Suppliers and their employees can report any ethical concerns or violations of this Code via Sonfuat's whistleblowing platform:

## Acknowledgment

**Supplier Name:** \_\_\_\_\_

**Authorized Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

By signing, the supplier acknowledges receipt of this Code of Conduct and agrees to comply with its principles.