



## Bel Human Rights Code

Bel Fuse Inc. and its subsidiaries ("Company" and "Bel") are committed to upholding the human rights of workers, and to treat them with dignity and respect as understood by the international community.

Recognized standards such as the Responsible Business Alliance (RBA) Code of Conduct; Social Accountability International (SAI) and Ethical Trading Initiative (ETI) were used as references in preparing this Code and may be a useful source of additional information.

The Bel standards are:

### 1 Labor Standards

#### 1.1 As the Company policy:

- All work is voluntary; workers are free to leave at any time or terminate their employment.
- Forced, bonded or indentured labor or involuntary prison labor or slavery or trafficking persons are not used. This includes transporting harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labor or service.
- Condition of employment is free of any political attachments.
- Company will not place unreasonable restriction on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or existing Company-provided facilities.
- As part of hiring process, workers will be provided with a written employment agreement in their native language.
- Company may not hold or otherwise destroy, conceal, confiscate or deny access by employees to their identity or immigration documents, such as government-issued identification, passports or work permits, unless such holdings are required by law.
- Workers are not required to pay company or agents' recruitment fees or other related fees for their employment.

#### 1.2 The Company complies with laws and regulations related to labor in locality/region or by International Labor Organization (ILO).

- Child labor is not to be used in any stage of manufacturing. The term "child" refers to any person under the age of 15, under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest.
- The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported.
- Young workers under the age of 18 are not allowed to perform work that is likely to jeopardize their health or safety, including night shifts and overtime.
- Company will implement proper management for young workers through proper maintenance of records, rigorous due diligence of educational partners, and protection of young workers' rights in accordance with applicable law and regulations.
- Provides appropriate support and training to young workers.
- In the absence of local law, the wage rate for young workers shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

#### 1.3 The Company complies with applicable laws related to working hour and work weeks are not to exceed the maximum set by local law. In general, working hour should be controlled within 60 hours per week, including overtime. Workers are allowed time off for any emergency or unusual situation.



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Workers are allowed at least one day off every seven days.

- 1.4 Applicable wage laws are paid to the workers, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers are compensated for overtime at pay rates greater than regular hourly rates.  
Deductions from wages as a disciplinary measure shall not be used.  
The workers are being paid in a timely manner and provide basis via pay stub or similar documentation.  
All use of temporary, dispatch and outsourced labor will be within the limits of the local law.
- 1.5 The Company pays respect to the human rights of the workers, no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers, nor threat of any form. Disciplinary policies and procedure are in place and clearly defined and communicated to workers.
- 1.6 The Company is committed to a workforce free of unlawful discrimination, no discrimination based on race, color, age, gender identify and expression, sexual orientation, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training.  
Workers or potential workers are not subjected to medical tests or physical exams that could be used in a discriminatory way.
- 1.7 Respect for the rights of workers to associate freely, seek representation, or join workers' councils in accordance with local laws. Workers and/or their representatives can be able to communicate and share ideas and concerns openly with management regarding working conditions and management practices without fear of reprisal, intimidation or harassment.

## 2 Health and Safety Standards

The Company shall recognize that the quality of products and services, consistency of production, and worker's morale are enhanced by a safe and healthy work environment.

### 2.1 Occupational Safety

The Company ensures that:

- Workers exposure to potential safety hazards (e.g. electrical, fire, hazardous chemicals, vehicle, fall hazard, etc.) are controlled and protected through proper design, engineering, administrative controls, preventative maintenance and safe work procedures and ongoing safety training.
- Hazardous chemicals are in proper storage and location with drip trays and have MSDS(s)
- Workers are provided with appropriate, well-maintained personal protective equipment(PPE) and educational materials about risks to them associated with these hazards (in shop floor, noise exceeding from the local/international environmental and safety standards are controlled and workers are provided and required to wear earplugs).
- Adequate fire extinguishers, fire hydrant, emergency exits and other firefighting equipment and fire control requirement is provided.
- Protective facility/warning signs in high voltage areas.
- Working on high level areas the workers shall wear proper devices to protect oneself from falling or other accidents.
- Clean, tidy and smell-free surroundings and working environment.
- Encourage worker to raise safety concerns.



- 2.2 The Company has established emergency preparedness procedures in preparation for situations and events like fire, chemical leakage/explosion. The response procedures are assessed via regular drills for effectiveness and adequacy.

Provisions of this includes the following:

- emergency reporting, employee notification and evacuation procedures, handing methods, worker training and drills, applicable detection and suppression equipment adequate exit facilities and recovery plan.

- 2.3 The Company has developed procedures and systems to manage, track, report and record occupational injury and illness, such a procedure should include provisions to:

- Encourage worker reporting.
- Classify and record injury and illness cases.
- Provide necessary medical treatment.
- Investigate cases and implement corrective actions to eliminate their causes.
- Necessary preventive actions to such cases.
- Train the employees about the knowledge of injury and illness prevention.
- Facilitate return of workers to work

- 2.4 The company has regulations or procedures to ensure a good hygiene work environment.

These procedures include provisions to:

- Prevent walls, doors, desks, and other objects from being painted or scratched by intended or unintended.
- Educate workers to develop a sanitary habit and refrain from spitting, throwing snot, throwing garbage in the shop floor and in public.
- Keep a clean shop floor, office and reduce harm of dust, noises to employees.
- Carry out a periodic housekeeping audit.

- 2.5 The Company identifies workers exposure to physically demanding tasks, such as manual material handling, repetitive assembly, prolonged standing, heavy lifting, and manages to relieve the labor force by man-machine engineering design and provide workers a short break during the work.

- 2.6 Work as a part of life and the Company facilitates the worker's living by providing clean, safe dormitories, sanitary toilet facilities, potable drinking water, sanitary canteen and reasonable personal space.

- 2.7 The Company has developed procedures and systems to evaluate the production and other machinery for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

- 2.8 The Company provides workers with appropriate workplace health and safety training in their primary language and posts the health and safety related information in the facility.

### **3 Environmental Standards**

The Company recognizes that environmental responsibility is integral to producing work-class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized.

- 3.1 The Company commits to complying with local, national and international standards, laws, regulations and other requirements regarding environmental protection during its operation, all



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required environmental permits and registrations are to be obtained. The company also reports to authorities concerned for any severe environmental issues arising from its practices.

- 3.2 The Company has set up an environmental management system, including environment policy statement, objective and target setting, responsibility assignment, operational control to minimize the impact on the environment during its activities. For this purpose, the company should develop a methodology such as modifying production, facilitating processes, materials substitution, recycling and re-using materials.
- 3.3 Chemicals and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.
- 3.4 The Company have procedures to ensure waste water and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated effectively, meanwhile, the disposal result for the waste and solid waste must comply with applicable laws and regulations prior to discharge to the environment.
- 3.5 The Company will have procedures to control and monitor the kind of its air emissions, air emissions that can be generated from volatile chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from manufacturing.  
Such waste air must be monitored, controlled and treated to meet the emission standard of local or national laws and regulations prior to discharge.
- 3.6 The Company has established a system which aims at controlling and eliminating the use of hazardous substances in product and manufacturing, including labeling for recycling and disposal. Such a system shall build on a minimum of all applicable laws, regulations, such as EU ROHS 2011/65/EU, GP, China RoHS or other industry green requirements.
- 3.7 The Company has implemented a systematic approach to prevent contamination of storm water runoff to prevent illegal discharges and spills from entering storm drains.
- 3.8 Energy consumption and greenhouse gas emission are to be traced and documented. Company is to look for cost-effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.

#### 4 Management System

The Company has developed a management system, based on the RBA Code, designed to ensure compliance with applicable laws, regulations and customer requirements related to the Company's operations and products, and the system should contain the following elements:

- 1) Company commitment
- 2) Management countability and responsibility
- 3) Legal and customer requirements
- 4) Risk assessment and risk management
- 5) Performance objectives with implementation plan and measures
- 6) Training
- 7) Communication
- 8) Worker feedback and participation
- 9) Audits and assessments



- 10) Corrective action process
- 11) Documentation and records

## 5 Ethics

The company has recognized that achieving success in the marketplace, it must uphold and comply with the highest standards of following ethics:

- 1) Business integrity
- 2) No improper advantage
- 3) Disclosure of information
- 4) Intellectual property
- 5) Fair business, advertising and competition
- 6) Protection of identity and non-retaliation
- 7) Community engagement
- 8) Responsible sourcing of minerals
- 9) Privacy of personal information

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