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## **TIERCON SUSTAINABILITY GUIDELINES FOR SUPPLIERS**

### **Working Conditions & Human Rights**

Tiercon is committed to recognizing human rights and labor principles throughout its organization and supply chain. Tiercon considers employees to be one of the most important resources and is committed to the treatment of all employees with dignity and respect. Tiercon expects its suppliers and sub-suppliers to develop policies and practices for all of its facilities worldwide, to provide working conditions that comply to local laws and that support and Tiercon's beliefs.

Suppliers are also expected to conduct their activities in line with the following principles:

#### **Child Labor & Youth Workers**

- The use of Child Labor shall not be tolerated. Tiercon prohibits suppliers from employing any person below the legal age for employment in accordance with applicable law. Additional information can be found at [www.ilo.org](http://www.ilo.org).

#### **Forced Labor, Modern Slavery**

- Tiercon believes that all employees should have the right to voluntarily elect whether to be employed by the supplier. The supplier will not use forced or involuntary labor of any kind or tolerate physically abusive disciplinary practices.

#### **Coercion, Harassment & Non-Discrimination**

- Tiercon expects its suppliers to treat their employees with respect and dignity. Suppliers are expected to have tools in place to prevent, identify, and resolve unacceptable employee treatment such as harassment, discrimination, physical or mental punishment, or other forms of intimidation or abuse (i.e., physical abuse, threat of abuse, sexual or other harassment, verbal abuse, any type of corporal punishment, or other forms of mental and/or physical coercion as a form of discipline).

#### **Freedom of Association & Collective Bargaining**

- Suppliers must respect their employees' right to choose to participate or not to participate in a trade union, or to have recognized employee representation in accordance with local law. Suppliers are expected to enable productive dialogue and negotiate in good faith with such representatives.

- Suppliers shall not harass, discriminate against, or otherwise penalize workers, worker representatives, or trade union members because of their interest and/or membership in, or affiliation with, a trade union, or their legitimate trade union activity, in accordance with international labor standards.

### **Health & Safety**

- Tiercon expects Suppliers to promote safe and healthy work environments for all employees and expects commitment to continually improving the same.

### **Equal Employment**

- Tiercon expects Suppliers to ensure all employment decisions are based on the facts and individual merit. Suppliers shall not discriminate in their hiring and employment practices with the guarantee of equal opportunity regardless of race, gender, sexual orientation, social and personal position, health condition, disability, age, nationality, religion, or personal belief (in accordance with applicable employment laws and regulations).

### **Fair Working Conditions**

- Suppliers must comply with applicable laws regulating working hours and wages, including minimum wage, overtime, maximum hour rules, meal, and rest periods, and to provide legally mandated benefits.

As part of our commitment, Tiercon is helping to increase awareness and mitigate forced labor and other human rights violations by identifying and sharing helpful data and tools with our employees and suppliers.

The resources below provide information about the risks and warning signs of child labor, forced labor and human trafficking. Tiercon's global suppliers are expected to review and cascade the materials and messages to their employees and global supply network, as appropriate.

- [Ending child labour, forced labour and human trafficking in global supply chains](#)  
Study conducted by the ILO, OECD, IOM and UNICEF.
- ["Lured by a job, trapped in forced labour!"](#) Animated video produced by ILO.
- [Combating Forced Labour: A handbook for employers and business](#)

More resources can be found at [www.ilo.org](http://www.ilo.org).

## **Business Ethics & Corruption**

Tiercon is committed to conducting business ethically throughout the world.

We expect our Suppliers to uphold the highest standards of integrity and to conduct business with honesty and fairness throughout the supply chain in full compliance with all applicable laws, regardless of where they do business.

### **Corruption, Extortion & Bribery**

- Suppliers are expected to work against corruption in all its forms, including extortion and bribery. Tiercon prohibits suppliers from giving or promising to give anything of value to employees or

representatives of foreign governments, governmental agencies, political parties, or to political candidates, for the purpose of obtaining or retaining business.

### **Privacy & Data Protection**

- Suppliers are expected to put in place appropriate measures to respect privacy, to protect personal data against loss and unauthorized/unauthorised access or use, and to comply with relevant privacy and information security laws and regulations.

### **Financial Responsibility & Accurate Records**

- All business dealings are expected to be transparently performed and accurately reflected on the company's financial reports and filings.

### **Disclosure of Information**

- Suppliers are expected to disclose financial and non-financial information in accordance with applicable regulations and prevailing industry practices.

### **Fair Competition & Anti-Trust**

- Suppliers are expected to uphold standards of fair business and conduct business in accordance with all applicable anti-trust or anti-competition laws and regulations.

### **Conflicts of Interest**

- Suppliers are expected to conduct business in a manner that avoids any appearance of impropriety.

### **Counterfeit Parts**

- Suppliers must ensure that there is no risk of counterfeit product being shipped to Tiercon. Counterfeit product is defined as items that are, or contain, unlawful or unauthorized reproductions, substitutions or alterations that have been knowingly mismarked, misidentified or otherwise misrepresented to be an original manufacturer's part. Suppliers are expected to have strict procurement policies in place to ensure traceability for all items incorporated into their product.

### **Intellectual Property**

- Suppliers are expected to respect valid intellectual property rights and use commercially reasonable practices to protect the transfer of confidential technology and know-how.

### **Export Controls & Economic Sanctions**

- Suppliers are expected to comply with applicable restrictions on the export or re-export of goods, software, services, and technology, as well as with applicable restrictions on trade involving certain countries, regions, companies or entities and individuals.

### **Protection of Identity & Non-Retaliation**

- Suppliers are expected to establish processes that allow concerns to be raised anonymously with confidentiality and without retaliation.

## Environment

Tiercon is committed to protecting of the environment and conserving natural resources. We expect that all legal requirements and obligations are satisfied, and efforts are made to safeguard the environment, prevent pollution, and bring about improvements in environmental trends.

We expect our suppliers to conduct their activities in line with the following principles:

### **Greenhouse Gas Emissions, Energy Efficiency & Renewable Energy**

- Put in place practices to manage energy efficiency, reduce GHG emissions, and explore the use of renewable energy.

### **Water Quality & Consumption**

- Act to preserve water quality and reduce consumption through effective management practices, including practices to reduce, reuse, and recycle water and comply with local wastewater treatment requirements.

### **Air Quality**

- Manage, control, and minimize emissions that cause deleterious effects to air quality.

### **Sustainable Resource Management & Waste Reduction**

- Manage natural resources in a sustainable manner, through the responsible application of reduce, reuse, and recycle principles.

### **Responsible Chemical Management**

- Manage chemicals in a manner that works to reduce or eliminate restricted or harmful substances.

## Adherence & Upstream Supplier Management

We encourage Suppliers throughout our entire supply chain to adopt and enforce policies like those stated above. Tiercon seeks to identify and do business with organizations that conduct their businesses to these standards, and in turn, also impose these sustainability requirements for their own suppliers,

Tiercon encourages all suppliers to participate in AIAG Supply Chain Sustainability Knowledge Self Assessment and Supply Chain Sustainability eLearning course available at [www.aiag.com](http://www.aiag.com)