

# Fundamental Guidelines for Cooperation with Suppliers

Shenzhen Highpower Technology upholds the core values of "delight customers, open-minded and shared success, dedication to details, always improve". The Company is dedicated to addressing the challenges and demands encountered by global brand owners, offering flexible and reliable one-stop power supply solutions to meet our customers' needs. To ensure the implementation of social responsibility management standards and foster sustainable development, we are committed to collaborating with responsible suppliers who adhere to the highest legal and ethical standards. We procure necessary materials and services, including both production and non-production items, from these suppliers to support our operations. In line with our commitment, we have developed the "Fundamental Guidelines for Cooperation with Suppliers" drawing from standards such as the "SA8000 Standard", the "Responsible Business Alliance (RBA) Code of Conduct" and relevant legal frameworks. These guidelines serve as the minimum requirements for suppliers and provide a fundamental framework for upholding social responsibility. It is expected that all entities supplying products or services to Highpower Technology, including their respective personnel, adhere to these guidelines, alongside complying with local laws and regulations where the Company operates.

This guideline applies to suppliers who furnish products and/or services to



Highpower Technology and its affiliated entities. Highpower Technology and its affiliates will utilize this guideline for supplier education purposes, with specific implementation details subject to revision based on actual circumstances. Owing to variances in applicable laws and regulations across pertinent countries and regions, in cases of conflict between this guideline and local legal mandates, local lows and regulations shall prevail. In instances where no explicit legal stipulation exists in the jurisdiction of the Company's overseas operations, this guideline shall take precedence.

# I. Social Responsibility

#### 1. Prohibition of Forced Labor

The Company respects the rights of employees, encompassing freedoms such as the freedom of employment, the freedom to resign, the freedom to work overtime, and the freedom of movement. Under no circumstances shall the Company engage in the use of forced, bonded, or contractually bound labor, nor shall it employ involuntary prison labor or participate in any form of labor exploitation or trafficking. Practices such as bonded or indentured labor, corporal punishment, imprisonment, threats of violence, or the requirement for employees to provide cash pledges or surrender their identification cards upon employment are strictly prohibited. All employment shall be voluntary, and employees shall retain the right to terminate their employment with reasonable notice, in compliance with pertinent laws and regulations.

#### 2. Prohibition of Child Labor



Child labor is strictly prohibited throughout all stages of manufacturing. In the event that child labor is inadvertently employed, prompt remedial measures will be undertaken. Additionally, employees under the age of 18 must not be assigned tasks that pose potential risks to their physical health or safety.

### 3. Working Hours

Working hours must align with the industrial standards stipulated by relevant laws and regulations. Unless in exceptional business situations, employees are prohibited from working beyond the normal working hours and overtime limits established by local laws. Any extension beyond these limits requires prior approval from the labor bureau. Full payment of overtime wages is mandatory for all hours worked beyond normal working hours.

# 4. Compensation and Benefits

The Company is committed to full compliance with all applicable laws and regulations in the regions where it operates. This includes providing employees with fair compensation and benefits, clearly delineating the components of wages and benefits, ensuring they meet or exceed the minimum wage standards set forth in the respective regions. Furthermore, the Company strictly prohibits the use of payroll deductions as a form of disciplinary action. Employees should receive timely documentation, such as pay stubs or similar records, outlining the basis for wage payments. Payroll periods shall not extend beyond one month.

#### 5. Humane Treatment



Employees must be treated with dignity and respect at all times. This encompasses a strict prohibition on any form of rough or inhumane treatment, including but not limited to harassment (including sexual harassment), sexual abuse, corporal punishment, mental or physical oppression, verbal abuse, or any form of threat.

#### **6. Punitive Measures**

Physical punishment, psychological or physiological suppression, and verbal insults are strictly prohibited. Instead, disciplinary actions should primarily focus on educational methods, with material measures used as secondary means.

#### 7. No Discrimination

The Company is committed to ensuring that employees are free from harassment and discrimination. The Company shall not discriminate against employees based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religious beliefs, political affiliation, union membership, or marital status in hiring, employment, or other aspects of work, such as promotions, rewards, and training opportunities. Additionally, employees or prospective employees shall not be compelled to undergo discriminatory medical examinations.

# 8. Freedom of Association and Collective Bargaining Rights

Open and direct communication between workers and management is the most effective way to address workplace issues and compensation concerns.



Employees have the freedom to organize unions, associate freely, and engage in collective bargaining. Unions and employee representatives shall not face discrimination and should have access to union members in the workplace. Participants should respect the rights of employees, including the freedom to associate under local laws, choose to participate or not in unions, seek representation, and join union committees. Employees should be able to communicate openly with management about working conditions without fear of retaliation, threats, or harassment.

## 9. Health and Safety

Compliance with relevant regulations is paramount to effectively controlling health and safety risks. We are committed to providing employees with a healthy and safe working and living environment, taking appropriate measures to minimize hazards in the workplace whenever possible. We ensure that employees have access to clean drinking water, adequate sanitation facilities, fire safety measures, as well as sufficient lighting and ventilation. Additionally, the Company guarantees that all employees receive regular and documented health and safety training, with additional training provided for new hires and employees changing roles.

#### 10. Environment

We adhere to relevant environmental protection laws and regulations, ensuring that all necessary environmental permits, approvals, and registrations are obtained. We actively reduce and eliminate all types of waste at the source



or through practices, identify and control the release of hazardous substances into the environment. Before discharge, wastewater, solid waste, and air emissions are categorized, monitored, controlled, and treated as required to ensure compliance with applicable laws, regulations, and customer requirements regarding the prohibition or restriction of specific substances.

# 11. Ethics Standards

To fulfill social responsibility and achieve success in the market, it is imperative for the Company to adhere to the highest ethical standards, upholding principles of "clean operation" and eradicating all forms of undue gain. We are committed to transparency in our business activities, organizational structure, financial status, and performance, in accordance with applicable laws and industry conventions. Respect for intellectual property rights is paramount, and we pledge to safeguard intellectual property when transferring technologies and trade secrets. Throughout all business dealings, personal information of all individuals must remain confidential and protected. Additionally, the Company shall establish effective communication channels to ensure that employees can voice their suggestions and opinions without fear of reprisal or retaliation.

# **II Integrity and Honesty**

1. To foster a healthy collaborative atmosphere and uphold the integrity and interests of both parties, Highpower Technology expects strict adherence from suppliers to all laws, regulations, rules, and company policies. All business interactions must be conducted fairly and lawfully, without resorting to illegal or



unethical means to gain commercial advantage.

- 2. Highpower Technology firmly opposes bribery. During procurement and bidding activities, suppliers are encouraged to enhance their competitiveness through excellent quality, pricing, and service, without resorting to offering bribes such as cash gifts, tradable securities, or valuable items to Highpower Technology personnel. Highpower Technology personnel are also committed to transparency, fairness, and impartiality during procurement and bidding activities to maintain a mutually beneficial relationship. Should suppliers become aware of any improper conduct by Highpower Technology employees, such as bribery or corruption, they are encouraged to report it to the CEO Office or the Audit Department. Highpower Technology ensures strict confidentiality regarding reports and related materials and offers substantial rewards upon verification of the report's authenticity.
- 3. Suppliers of Highpower Technology are required to ensure that the product information provided to Highpower Technology matches the terms of the contract or purchase order. It is strictly prohibited to sell counterfeit or substandard products to Highpower Technology, or engage in practices such as selling seconds at best quality prices or short weight. Throughout the collaboration, suppliers must uphold principles of integrity and refrain from participating in any form of bid-rigging, complementary bidding, bid rotation, price manipulation, or other unethical behavior. Additionally, any actions involving misrepresentation, deception, falsification, or forgery that



undermine honesty and trust are strictly prohibited.

#### **III. Non-use of Conflict Minerals**

Highpower Technology acknowledges the significant negative impacts associated with the mining, trading, processing, and exporting of minerals from conflict-affected and high-risk areas. The Company understands its obligation to uphold human rights, not to fuel conflicts, and avoid adverse impacts on society. In pursuit of these goals, we have adopted the China Responsible Minerals Supply Chain Due Diligence Management Guidance issued by the China Chamber of Commerce for Mining, Minerals, and Chemicals Importers and Exporters (CCCMC), as well as the Organization for Economic Cooperation Development (OECD) Responsible Supply Chain Due Diligence Management Guidance for Minerals from Conflict-Affected and High-Risk Areas, along with the legal requirements outlined in Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act. These guidelines inform the development of Highpower Technology's "Responsible Mineral Supply Chain Due Diligence Policy," which is integrated into our Supplier Management Policy. The Company is committed to enhancing communication and collaboration with industry stakeholders to effectively disseminate and implement this policy. Through these efforts, we aim to continually improve our capabilities in responsible mineral supply chain due diligence management.

1. Suppliers are required to ensure that the products and the metals used or contained in their packaging delivered to Highpower Technology are free of



"conflict minerals" sourced from the Democratic Republic of the Congo (DRC) and its neighboring countries, as well as from any areas controlled by armed forces within those countries. The DRC and its neighboring countries encompass the following: (a) the Democratic Republic of the Congo, the Republic of the Congo, the Republic of the Sudan, the Republic of South Sudan, the Republic of Uganda, the Republic of Rwanda, the Republic of Burundi, the United Republic of Tanzania, the Republic of Zambia, the Republic of Angola, the Central African Republic and (b) Any new or existing countries (regions) that may in the future encompass some or all of the areas of the foregoing countries. "Conflict minerals" include, but are not limited to, rare metals such as cassiterite, wolfram, coltan, gold, and cobalt, along with their derivatives, particularly gold (Au), tantalum (Ta), tin (Su), tungsten (W), and cobalt (Co) raw materials, sourced from the Democratic Republic of the Congo and its neighboring countries, as well as from any areas controlled by the armed forces within those countries. Furthermore, metals used or contained in the products must not be sourced from the Democratic Republic of the Congo and its neighboring countries or from any areas controlled by the armed forces within those countries. Additionally, extraction, smelting, shaping, and other manufacturing processes involving these metals must not occur in the Democratic Republic of the Congo and its neighboring countries or in any areas controlled by the armed forces within those countries.

2. Suppliers are required to enhance supply chain management by



implementing relevant policies and regulations to effectively screen and trace the sources of raw materials. This is essential to ensure the legitimacy of raw material sources and prevent the use of conflict minerals. Suppliers must consent to audits of raw material metal sources conducted by Highpower Technology, Highpower Technology's customers, or third parties designated by Highpower Technology.

Shenzhen Highpower Technology Co., Ltd.

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