

NIDEC GLOBAL APPLIANCE

# SUPPLIER CODE OF CONDUCT

01 January 2020

Nidec Global Appliance considers collaboration with the supply chain an integral part of its success and therefore strives to operate as an integrated team with suppliers. The selection of suppliers is based not only on the quality and competitiveness of their products and services, but also their adherence to social, ethical and environmental principles. Nidec GA Supplier Code of Conduct helps us to select business partners who follow these principles and business practices that are consistent with our company's values. These requirements are applicable to suppliers of Nidec GA globally. Suppliers are also expected to be familiar with the business practices of their suppliers and subcontractors, and ensure they operate according to this Supplier Code of Conduct. Nidec GA may discontinue its relationship with suppliers who fail to comply with this Supplier Code of Conduct.

Nidec GA strongly encourages suppliers to go beyond the requirements of this Code and to promote best practices and the continuous improvement of all its operations.

#### **ETHICS**

# **Highest Ethical Behavior**

Our policies and practices direct Nidec GA employees to conduct business lawfully and ethically wherever we operate. We adhere to firm, uncompromising standards for Nidec GA's leadership and employees with respect to interactions with customers, suppliers, government agencies and the public and we demand that our suppliers support this requirement as they work on Nidec GA business. Accordingly, our suppliers must use lawful business practices and provide their goods and services in compliance with all applicable laws and contractual obligations. All statements, communications and representations made to Nidec GA must be accurate and truthful.

#### Anti-corruption

We expect our suppliers to comply with all laws and regulations forbidding payment of money, products, gifts or services, directly or indirectly, to any individuals or entities in order to corruptly induce favorable business treatment or to corruptly affect governmental decisions. Bribes, kickbacks and similar payments are strictly prohibited. This ban applies even when local laws may permit such activity. Employees, suppliers and agents acting on behalf of Nidec GA are strictly prohibited from offering or accepting such considerations under any circumstances.

#### **ETHICS**

# **Conflicts of Interest**

Nidec GA considers it inappropriate for suppliers' employees to have any personal, business or financial interest that conflicts with his or her responsibilities to their employer.

# **Ethics Hotline**

To facilitate reporting of ethics concerns, we provide Nidec GA employees and suppliers an Ethics Hotline. Reports to the hotline are anonymous if requested. We tolerate no form of reprisal against employees or suppliers who report concerns. Suppliers are expected to assist Nidec GA in enforcing this Supplier Code of Conduct by communicating its principles to their supervisors, employees, subcontractors and suppliers. Employees and suppliers can report a concern related to business conduct issues by calling Nidec GA 's Ethics and Compliance Hotline.

#### HUMAN RIGHTS AND LABOR

# Conditions of Employment

We stress to our suppliers the importance of operating inside the normal and overtime limits, permitted by the law of the country where the Supplier operates, to maintain a positive and productive work environment consistent with commonly accepted practices in each region. Further, compensation practices should comply with applicable wage laws, including those relating to minimum wages, overtime compensation and legally mandated benefits.

# **Forced Labor**

We oppose any form of forced, bonded or indentured labor, or involuntary prison work. Supplier must not participate in human trafficking; use forced, involuntary, or slave labor; or purchase materials or services from companies using forced, involuntary, or slave labor. Suppliers must be able to certify that materials included in their products comply with the slavery and human trafficking laws of the country or countries in which they do business.

# Discrimination

Our company expects suppliers to prohibit discrimination against or harassment of any employee or applicant on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, or any other factor deemed unlawful.

#### HUMAN RIGHTS AND LABOR

# **Hiring and Employment Practices**

Suppliers' hiring practices must include verification of workers' legal right to work in the country and ensure that all mandatory documents, such as work permits, are available. Nidec GA 's suppliers are expected to support diversity and equal opportunity in their workplaces. Nidec GA 's suppliers must also prohibit discrimination based on race, color, gender, national origin, age, disability, union membership, maternity, sexual orientation, or marital status. Nidec GA 's suppliers should respect the rights of workers to associate freely and seek representation in accordance with local laws.

# Humane Treatment

Nidec GA objects to any form of harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse. In addition, suppliers must provide an environment that allows employees to raise concerns without fear of retaliation.

# Prohibition of Child Labor

Our policies oppose child labor and we forbid our suppliers to use child labor in any facility or business.

#### HUMAN RIGHTS AND LABOR

# Working and Living Conditions

We expect our suppliers to have a healthy and safe working environment in accordance with all applicable laws and regulations and to protect employees from short, immediate and long-term harm. Where housing is provided, we expect our suppliers to provide a healthy and safe living environment for employees in accordance with all applicable laws and regulations.

# Human Rights

Suppliers must respect human rights and not willingly or knowingly assist in any violation of human rights, nor benefit from human rights abuses committed by another party, nor remain silent when human rights violations are being committed.

#### OTHER

### Environment

Suppliers should operate their facilities in a manner that protects the environment and meets or exceeds applicable laws and regulations. We further stress the need to our suppliers to foster programs that reduce energy consumption and waste in their facilities and we emphasize the importance of creating innovative products and services that improve energy efficiency and reduce environmental harm.

# Management Systems

Suppliers should maintain a management system that demonstrates adoption of the principles embodied in this Supplier Code of Conduct and that tracks and documents compliance with all applicable laws, government policies and regulations.

# Supply Chain Management

Nidec GA expects its suppliers to use their best efforts to extend the principles embodied in this Supplier Code of Conduct to their suppliers and agents that are engaged in the production, supply and support of products or services for Nidec GA. Supply chain transparency is required to confirm compliance to this Supplier Code of Conduct. To monitor this, Nidec GA may request documentation, conduct onsite audits, review and approve corrective action plans, and verify implementation of corrective action.

#### OTHER

# **Confidential Information**

Suppliers must protect all Nidec GA information, electronic data, and intellectual property or Nidec GA technologies with appropriate safeguards. Any transfer of confidential information must be executed in a way that secures and protects the intellectual property rights of Nidec GA and its suppliers. Suppliers may receive our confidential information only as authorized by a confidentiality or non-disclosure agreement and must comply with their obligations to not disclose the confidential information, to not use the information except as permitted by the agreement, and to protect the information from misuse or unauthorized disclosure. Our suppliers can expect Nidec GA to similarly safeguard their confidential information when authorization is provided to Nidec GA. Suppliers may not use the Nidec GA trademark, images, or other materials to which Nidec GA owns the copyright, unless explicitly authorized.

# **Supplier Diversity**

Nidec GA appreciates the global and increasingly diverse business arena and acknowledges that we must reflect that environment in our customers, business practices, and most notably, our suppliers. Nidec GA also expects its suppliers to exercise diversity in their daily business when it comes to their employees as well as in their decisions to select their suppliers and subcontractors.

#### OTHER

# **Conflict Minerals and Chemical Substances**

Nidec GA's suppliers must ensure compliance with product-related requirements, such as REACH, RoHS or Conflict Minerals, and may be required to declare the material content and origin of products delivered to Nidec GA.