

## Code of Conduct

Our Code of Conduct (COC) lays out the minimum business standards and practices which we desire our suppliers to comply with in regard to our business relationship which involves sale of products, goods or services. In adopting this COC you are establishing a partnership with us to adhere and cater to ethical business codes and practices. It is also important that this information be provided to your employees who should be aware of the obligations governing around this. As industry goes through significant challenges via regulatory, ethical and legal changes, we would continually be updating our business practices accordingly. It must be noted that this COC is not a legal advice or guidance.

At the present time we are mirroring our core values with the Code of Conduct established by the Responsible Business Alliance (Formally the Electronic Industry Citizenship Coalition) (RBA). The latest RBA Code of Conduct can be found here: <http://www.responsiblebusiness.org/code-of-conduct/>. A summary of the RBA Code of Conduct is provided below.

### **A. Labor**

1. Freely Chosen Employment
2. Young Workers
3. Working Hours
4. Wages and Benefits
5. Humane Treatment
6. Non-Discrimination
7. Freedom of Association

### **B. Health & Safety**

1. Occupational Safety
2. Emergency Preparedness
3. Occupational Injury and Illness
4. Industry Hygiene
5. Physically Demanding Work
6. Machine Safeguarding
7. Sanitation, Food and Housing
8. Health and Safety Communication

### **C. Environmental Impact**

1. Environmental Permits and Reporting
2. Pollution Prevention and Resource Reduction
3. Hazardous Substances
4. Solid Waste

5. Air Emissions
6. Material Restrictions
7. Water Management
8. Energy Consumption and Greenhouse Gas Emissions

## **D. 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. Responsible Sourcing of Minerals
8. Privacy
9. Non-Retaliation

## **E. Management System**

1. Company Commitment
2. Management Accountability and Responsibility
3. Legal and Customer Requirements
4. Risk Assessment and Risk Management
5. Improvement Objectives
6. Training
7. Communication
8. Worker Feedback, Participation and Grievance
9. Audits and Assessments
10. Corrective Action Process
11. Documentation and Records
12. Supplier Responsibility

If you have any questions, please feel free to reach out to us at: [legal@ddn.com](mailto:legal@ddn.com).

Last update: December 2019