



# CRS Policy

## Corporate Social Responsibility and Supply Chain Working Conditions

Adder Technology Limited

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Revision History:

Date	Author	Version
05-Dec-2022	Mike Inman	1,2



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<b>Revision History</b>			
<b>Revision</b>	<b>Date</b>	<b>Authorised</b>	<b>Notes</b>
1.0	07/06/2017	Mark Kennedy	Initial Issue
1.1	03/09/2018	Mark Kennedy	Made Non-Confidential
1.1	14/07/2021	Mark Kennedy	Added Permitted use of other similar industry code of practice
1.2	29/11/2022	Mark Kennedy	Corrected Revision History, Consolidated the diverse issues under V1.2 and general update



## Policy Statement

Adder Technology is a leading designer, manufacturer, and distributor of KVM network infrastructure hardware and software. We are committed to providing a safe, rewarding, and challenging working environment for our staff as well as contributing to the enhancement and improvement of the environment in which we operate

Adder Technology aims to achieve this by the implementation of relevant policies and processes covering our environment, supply chain and operating facilities

This includes policies for:

- Supply chain working conditions, (This document)
- Environmental management, (Separate policy)
- Health and Safety, (Separate policy)
- Anti-corruption and bribery (Separate Policy)
- Code of Conduct for employees. (Employee Handbook)

These policies are underpinned by objectives and performance measures which are regularly reviewed by the company management

Copies of these policies are freely available to interested parties and are available to all employees on the company Intranet

For further information in relation to any aspect of these policies please contact Compliance at Adder Technology Ltd.

e-mail – [compliance@adder.com](mailto:compliance@adder.com)

## Supply Chain Working Conditions requirements.

Adder is committed to ensuring its products are manufactured in conditions that ensure the wellbeing of those involved in its production and preclude the use exploitative or discriminatory practices.

To this end Adder has published below, a Supply Chain Code of Conduct which it expects all suppliers to adhere to and which are regularly reviewed and monitored.

All suppliers are required to agree to this code by completion of the declaration form in Appendix A or provide evidence of other industry specific codes of conduct to which they comply that have at least the same scope as the requirements below

## Supply Chain Code of Conduct.

This Supply Chain Code of Conduct underpins the Supply Chain Working Conditions by stipulating the following 9 core principles:

### ***Employment is freely chosen***

- No forced, discriminative, bonded or prison labour
- No deposits or personal identification documents are retained
- Employees are free to leave after reasonable notice

### ***Working hours are not excessive***

- Working hours must comply with national laws
- Basic working hours before overtime should be not exceed 48 per week
- Overtime shall be voluntary
- Total working hours after overtime should not exceed 60 hours unless
  - o Allowed by law
  - o Agreed by the workers or organisation representing them
  - o Is necessary to manage short term seasonal demand peaks
- Workers shall have at least 1 day off in every 7-day consecutive working period or when permitted 2 in every 14 days.

### ***Working conditions are safe***

- Working environments shall comply with all applicable local Health, Safety and Environmental regulations
- Employees shall receive regular and recorded Health and Safety training
- Access to sanitary toilet facilities and potable water shall be provided
- Accommodation, when provided shall be clean, habitable and safe

### ***Employment is regular***

- Employment must be based on recognised local employment relationship laws
- Obligations to employees stipulated in national employment legislation must not be avoided via the use of home workers, excessive subcontracting or through apprentice schemes with no intent to impart skills



***Freedom of association and collective bargaining is permitted.***

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively when permitted under local law
- The employer adopts an open attitude towards the activities of trade unions and their organisational activities
- Worker's representatives are not discriminated against and have access to carry out their representative functions in the workplace
- Where the right to freedom of association and collective bargaining is restricted under local law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining

***Living wages are paid***

- Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards
- All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid
- Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded

***Child Labour is forbidden***

- Children and young persons under 18 shall not be employed at night or in hazardous conditions
- Children under the age of 16 shall not be employed on a full-time basis. In no circumstances must full time employment be granted to a child of mandatory school age
- This does not preclude the provision of government approved work experience or internships
- Where person under the age of 18 or 16 are engaged in the workplace, special consideration for specific training or any additional health and safety measures shall be understood by all employees involved in their employment and provided by the employer

***No discrimination is allowed***

- There is no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation

***No harsh or inhumane treatment is permitted.***

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation and bullying shall be prohibited



## APPENDIX A

### Supplier CSR Policy Compliance Statement

I / We [*insert your company name*] confirm that I / we have read Adder Technology Ltd.'s CSR Policy and Supply Chain Working Conditions requirements dated 29<sup>th</sup> November 2022; the document to which this Appendix A is attached

I / We confirm that we will abide by the 9 core principals and further will provide to Adder Technology on request, evidence of such compliance via either audit reports or other suitable evidence

I / We confirm that if required, Adder Technology Ltd. may arrange for a site visit / audit to be conducted by Adder Technology's nominated personnel or third party to validate our compliance to the 9 core principals

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Place of Signature: \_\_\_\_\_

*Please provide details below of any CSR accreditations held:*

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Standard: \_\_\_\_\_ (e.g. ECTI/SMETA/SA8000)

Certificate No: \_\_\_\_\_

Certification Provider: \_\_\_\_\_