

# LITTELFUSE SUPPLIER CODE OF CONDUCT







# LITTELFUSE SUPPLIER CODE OF CONDUCT TABLE OF CONTENTS

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# LITTELFUSE SUPPLIER CODE OF CONDUCT

# ..... INTRODUCTION ....

At Littelfuse, we are committed to conducting our business with integrity, providing quality products and services toour customers and serving the mutual interests of our associates, shareholders, and the communities where we live and conduct business.

Customers choose Littelfuse products to protect, control, and sense some of the most sensitive applications in the world because they expect the highest quality and performance reliability. We strive to earn each customer's trust by

challenging ourselves to continuously deliver excellence in all our core values:

- Customer focus
- Teamwork
- Results-driven culture
- Integrity
- Innovation

Integrity is the foundation of the relationships we aim to build with our customers and our suppliers. Without integrity, the promise of honesty and high ethical conduct, our other values cannot be upheld.

Just as Littelfuse is committed to the highest standards of social and environmental responsibility and ethical conduct, we expect our business partners to embrace the same requirements.

The Littelfuse Supplier Code of Conduct has been built on the high standards established by our customers across the business segments we serve and is based on the Responsible Business Alliance (RBA), formerly the Electronic Industry Citizenship Coalition (EICC), Code of Conduct (CoC) standards. When differences arise between standards and legal requirements, the stricter standard shall apply, in compliance with applicable law.

The Littelfuse Supplier Code of Conduct is divided into five sections, similar to the RBA CoC:

- Labor
- Health and Safety
- Environmental
- Ethics
- Management Systems

In addition, we have included instructions for suppliers to contact our Ethics Helpline to report any concerns of a potential violation of law, regulation or policy.

Thank you for your partnership with Littelfuse in our commitment to integrity.



# ----LABOR

Littelfuse suppliers are expected to protect the human rights of their employees and to treat them with dignity and respect. This applies to all workers including temporary, migrant, student, contract, direct employees, and any other type of worker. We support the following specific labor and human rights related principles:

## FREELY CHOSEN EMPLOYMENT

Forced, bonded (including debt bondage) or indentured labor, involuntary prison labor, slavery or trafficking of persons shall not be used. This includes transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.

There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company-provided facilities. As part of the hiring process, workers must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment prior to the worker departing from his or her country of origin.

All work must be voluntary and workers shall be free to leave work at any time or terminate their employment. Employers and agents may not hold or otherwise destroy, conceal, confiscate, or deny access by employees to their identity or immigration documents, such as government-issued identification, passports, or work permits, unless such holdings are required by law.

Workers shall not be required to pay employers' or agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the workers.

## YOUNG WORKERS - CHILD LABOR

Child labor is forbidden to be used in any stage of manufacturing. The term "child" refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest.

The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety. Workers under the age of 18 also shall not work night shifts and overtime, unless allowed by law.

Suppliers shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable laws and regulations. Suppliers shall provide appropriate support and training to all student workers.

In the absence of local law, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.

#### **WORKING HOURS**

Studies of business practices clearly link worker strain to reduced productivity, increased turnover and increased injury and illness. Workweeks are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off every seven days.

#### **WAGES AND BENEFITS**

Compensation paid to workers shall comply with all applicable wage laws, including those related to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates.

Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable pay stub or pay slip that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch, and outsourced labor will be within the limits of local law.

#### **HUMANE TREATMENT**

There is to be no harsh or inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers; nor is there to be any threat of such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

# **NON-DISCRIMINATION**

Suppliers should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information, or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training.

Workers shall be provided with reasonable accommodation for religious practices.

In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way, unless permitted by law.

#### FREEDOM OF ASSOCIATION

In conformance with local law, suppliers shall respect the rights of all workers to form and join trade unions of their choosing, to bargain collectively and to engage in peaceful assembly as well as respect the rights of workers to refrain from such activities. Workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment.











# ············ HEALTH AND SAFETY !!!

Littelfuse suppliers are expected to provide a safe and healthy working environment. In addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale. Ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace.

Recognized management systems such as ISO 45001 and ILO guidelines on Occupational Safety and Health were consulted as references in preparing the code and may be a useful source of additional information.

# **OCCUPATIONAL SAFETY**

Worker exposure to potential safety hazards (e.g. electrical and other energy sources, fire, vehicles, and fall hazards) must be controlled through proper design, engineering, and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), and ongoing safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment and educational materials about risks associated with these hazards. Workers shall be encouraged to raise safety concerns.

#### **EMERGENCY PREPAREDNESS**

Potential emergency situations and events must be identified and assessed, and their impact minimized by implementing emergency plans and response procedures including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans. Such plans and procedures shall focus on minimizing harm to life, the environment and property.

#### **OCCUPATIONAL INJURY AND ILLNESS**

Procedures and systems must be in place to prevent, manage, track, and report occupational injury and illness including provisions to: encourage worker reporting; classify and record injury and illness cases; provide necessary medical treatment; investigate cases and implement corrective actions to eliminate their causes; and facilitate return of workers to work.

#### **INDUSTRIAL HYGIENE**

Worker exposure to chemical, biological, and physical agents must be identified, evaluated, and controlled. Engineering or administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, worker health is to be protected by appropriate personal protective equipment programs.

Littelfuse Supplier Code of Conduct, continued

## PHYSICALLY DEMANDING WORK

Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks is to be identified, evaluated, and controlled.

#### MACHINE SAFEGUARDING

Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks, and barriers must be provided and properly maintained where machinery presents an injury hazard to workers.

## SANITATION, FOOD, AND HOUSING

Suppliers shall supply workers with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the Supplier or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, adequate heat and ventilation, and reasonable personal space along with entry and exit privileges.

# **HEALTH AND SAFETY COMMUNICATIONS**

Suppliers shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.

#### SUBSTANCE FREE WORKPLACE

We expect our suppliers to maintain a workplace free from illegal drugs. Such a workplace must prevent the illegal use, possession, sale or distribution of controlled substances or illegal substances.



# ..... ENVIRONMENTAL :::

We expect our suppliers to operate in a manner that avoids hazards for humans and the environment, minimizes any impact on the environment, and uses resources economically. Environmental responsibility is integral to producing world class products. In manufacturing operations, adverse effects on the community, environment, and natural resources are to be minimized while safequarding the health and safety of the public.

Recognized management systems such as ISO14001 and the Ecomanagement and audit system (EMAS) were used as references in preparing the Code and may be a useful source of information.

We support the following specific environment related principles:

# **ENVIRONMENTAL PERMITS AND REPORTING**

All required environmental permits (e.g. discharge monitoring), approvals, and registrations are to be obtained, maintained, and kept current and their operational and reporting requirements are to be followed.

# POLLUTION PREVENTION AND RESOURCE REDUCTION

The use of resources and generation of waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance, and facility processes, material substitution, conservation, recycling, and reusing materials.

# **HAZARDOUS SUBSTANCES**

Chemicals and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

#### **WASTEWATER AND SOLID WASTE**

Suppliers shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle solid waste (non-hazardous). Wastewater generated from operations, industrial processes and sanitation facilities is to be characterized, monitored, controlled and treated as required prior to discharge or disposal. In addition, measures should be implemented to reduce generation of wastewater. Supplier shall conduct routine monitoring of the performance of its wastewater treatment systems.

#### **AIR EMISSIONS**

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, routinely monitored, controlled, and treated as required prior to discharge. Supplier shall conduct routine monitoring of the performance of its air emission control systems.

#### **MATERIAL RESTRICTIONS**

Suppliers are to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances in products and manufacturing, including labeling for recycling and disposal.

#### STORM WATER MANAGEMENT

Suppliers shall implement a systematic approach to prevent contamination of storm water runoff. Supplier shall prevent illegal discharges and spills from entering storm drains.

# **ENERGY CONSUMPTION AND GREENHOUSE GAS EMISSIONS**

Energy consumption and greenhouse gas emissions are to be tracked and documented, at the facility and/or corporate level. Suppliers are to look for cost effective methods to improve energy efficiency and to minimize their energy consumption and greenhouse gas emissions.



# ETHICS

Littelfuse suppliers are expected to conduct their business in an ethical manner and to act with integrity. We support the following ethical principles:

#### **BUSINESS INTEGRITY**

The highest standards of integrity are to be upheld in all business interactions. Suppliers shall have a zero-tolerance policy in regard to all forms of bribery, corruption, extortion, money laundering, and embezzlement. All business dealings, including transactions on behalf of Littelfuse, should be transparently performed and accurately reflected on the Supplier's business books and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

#### NO IMPROPER ADVANTAGE

Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage.

## **DISCLOSURE OF INFORMATION**

Information regarding supplier labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or misrepresentation of conditions or practices in the supply chain is unacceptable.

#### **PROTECTION OF ASSETS**

Suppliers are expected to preserve, protect, and responsibly use all Littelfuse assets. This includes tangible as well as intangible assets, such as our brands, technology, business information, and intellectual capital.

## INTELLECTUAL PROPERTY

Intellectual property rights are to be respected; transfer of technology and know-how is done in a manner that protects intellectual property rights; and customer information is to be safeguarded.

# FAIR BUSINESS. ADVERTISING AND COMPETITION

Standards of fair business, advertising and competition are to be upheld. Appropriate means to safeguard customer information must be available.

#### **GIFTS**

Business gifts, favors, and entertainment can interfere with the conduct of a sound and objective business relationship. Under no circumstances may any expenditure or payment be made which could reasonably be construed as an improper inducement to a Littelfuse associate to corruptly perform some business act. Littelfuse strictly prohibits offering, giving, requesting, or receiving any form of bribe or kickback.

Littelfuse Supplier Code of Conduct, continued

#### **ANTITRUST**

Suppliers must comply with valid and applicable competition and antitrust laws. This includes avoiding business practices such as entering into anti-competitive agreements with competitors, suppliers, customers or other third parties, improper exchange of competitive information, price fixing, bid rigging or improper market allocation.

#### **IMPORT AND EXPORT CONTROLS**

Suppliers must comply with all valid and applicable laws when importing and exporting goods and services. Suppliers have the responsibility to ensure they comply with trade laws and regulations in any country where they do business.

#### REPORTING AND NON-RETALIATION

Suppliers must provide their employees with a process to raise any legal or ethical concerns without fear of retaliation.

# **RESPONSIBLE SOURCING OF MATERIALS**

Suppliers must have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture does not directly or indirectly finance or benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country. Suppliers shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measures available to customers upon request.

#### **PRIVACY**

Suppliers must protect the reasonable privacy expectations of personal information of everyone they do business with, including suppliers, customers, consumers, and employees. Suppliers must comply with privacy and information security laws and regulatory requirements when personal information is collected, stored, processed, transmitted, and shared.

#### **DIVERSITY**

Diversity among the suppliers from whom Littelfuse purchases goods and services is important to Littelfuse. As such, suppliers are to make good faith efforts to purchase a reportable percentage of purchased goods and services provided under its agreements with Littelfuse or in regard to any purchases that suppliers make as part of its overall

business from Minority-owned Business Enterprises ("MBE") and from Woman-owned Business Enterprises ("WBE").

A MBE is a business that is owned and controlled by racial and/or ethnic minorities. A WBE is a business that is owned and controlled by a woman or women.

#### **COUNTERFEIT PARTS**

Suppliers are expected to develop, implement, and maintain effective methods and processes appropriate to their products and services to minimize the risk of introducing counterfeit parts and materials into deliverable products. In addition, suppliers shall provide notification to recipients of counterfeit product(s) when warranted and exclude them from distribution.



# ··········· MANAGEMENT SYSTEM :::

Littelfuse suppliers are expected to adopt or establish a management system whose scope is related to the content of this Code.

The management system shall be designed to ensure:
(a) compliance with applicable laws, regulations and customer requirements related to the Supplier's operations and products, (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continuous improvement.

The management system should contain the following elements:

# **COMPANY COMMITMENT**

A corporate social and environmental responsibility policy statements affirming Supplier's commitment to compliance and continual improvement, endorsed by executive management and posted in the facility in the local language.

# MANAGEMENT ACCOUNTABILITY AND RESPONSIBILITY

Clear identification of a senior executive and company representative(s) responsible for ensuring implementation of the management systems and associated programs. Senior management should review the status of the management system on a regular basis.

# **LEGAL AND CUSTOMER REQUIREMENTS**

A process to identify, monitor and understand applicable laws, regulations and customer requirements, including the requirements of this Code.

#### RISK ASSESSMENT AND RISK MANAGEMENT

A process to identify the legal compliance, environmental, health and safety and labor practices and ethics risks associated with Supplier's operations. Determination of the relative significance for each risk and implementation of appropriate procedural and physical controls to control the identified risks and ensure regulatory compliance.

Areas to be included in a risk assessment for environmental, health, and safety are production areas, warehouse and storage facilities, plant/facilities support equipment, laboratories and test areas, sanitation facilities (bathrooms), kitchen/cafeteria and worker housing/dormitories.

# **IMPROVEMENT OBJECTIVES**

Written performance objectives, targets and implementation plans to improve the Supplier's social and environmental performance, including a periodic assessment of the Supplier's performance in achieving those objectives.

# INNOVATION

Leverage technology and customer insight to improve product performance, promote manufacturing to extend product life and make job sites more productive, safer, and more efficient.

#### **TRAINING**

Programs for training managers and workers to implement the Supplier's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

Littelfuse Supplier Code of Conduct, continued

All workers must have access to the Supplier's code of conduct at any time so they can understand their rights and responsibilities.

#### COMMUNICATION

A process for communicating clear and accurate information about the Supplier's policies, practices, expectations and performance to workers, suppliers, and customers.

## **WORKER FEEDBACK AND PARTICIPATION**

Ongoing processes to assess employees' understanding of and obtain feedback on practices and conditions covered by this Code and to foster continuous improvement.

# **AUDIT AND ASSESSMENTS**

Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

## **CORRECTIVE ACTION PROCESS**

A process for timely corrective action of deficiencies identified by internal or external assessments, inspections, investigations, audits and reviews.

## **DOCUMENTATION AND RECORDS**

Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

# SUPPLIER RESPONSIBILITY

A process to communicate Code requirements to suppliers and to monitor Supplier compliance to the Code.



# .......... LITTELFUSE ETHICS HELPLINE

As integrity is at the foundation of the relationships we aim to build with customers and suppliers, we want to ensure that our suppliers are fully aware of our resources to alert our Legal Team of any activities that would compromise our integrity and the trust that our customers give to us with each order.

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Below are the options available to our suppliers to contact the Littelfuse Ethics Helpline. Inquiries and reports submitted to our Ethics Helpline are confidential and critical to help us protect and enable Littelfuse and our customers.

# LITTELFUSE ETHICS HELPLINE

Suppliers can report concerns of potential violations of law, regulation or policy by contacting the Littelfuse Ethics Helpline. The Ethics Helpline is available in more than 10 languages, online and by phone, 24 hours a day, seven days a week. When contacting the Ethics Helpline, suppliers may elect to remain anonymous.

The three ways to contact our Ethics Helpline include:

- 1. E-Mail: Send an email to Helpline@Littelfuse.com
- 2. Website: Submit a report online at <a href="https://littelfusehelpline.alertline.com/gcs/welcome">https://littelfusehelpline.alertline.com/gcs/welcome</a>
- 3. Telephone: Call the independent, third-party managed telephone line at 1-800-803-4135 (from the United States). A list of global, toll-free numbers is available at the above website.

Each of us has the responsibility to speak up if we become aware of any situation that violates our values or the law. Thank you for working with us to highlight any potential ethics issues and enabling Littelfuse to observe the value of integrity in everything we do.

Littelfuse, Inc. 8755 W. Higgins Road Suite 500 Chicago, IL 60631 USA

1 773-628-1000 www.littelfuse.com

Updated: August 2020