



## **Hi-P Labor Policy**

### **1. Voluntary Employment**

Forced, bonded, or involuntary prison labors are not to be used. All work will be performed on a voluntary basis, and workers should be free to resign upon giving reasonable prior notice. Workers shall not be required to hand over their original government-issued identification papers, passports or work permits as a condition of employment.

### **2. Prohibition on Use of Child Labor**

Child labor is forbidden to be employed in any stage of production or manufacturing. The term “child labor” refers to any person under the age of 16, or under the age for the completion of compulsory education, or under the legal minimum age for employment in the country of employment, whichever is the highest. Employees under the age of 18 must not perform any jobs which have occupational hazards.

### **3. Working Hours**

Company will define the style of working hour for employees as per government regulations and to ensure compliance with the regulations. The types of holidays and leaves will be determined based on the guideline in the country of employment.

### **4. Wages and Benefits**

Compensation paid to workers shall comply with all applicable wage laws in the country of employment, including those relating to minimum wages, overtime hours and legally mandated benefits. Workers shall be compensated for overtime work at pay rates greater than regular hourly rates, in compliance with local laws and regulations.

### **5. Humane Treatment**

There is to be no harsh or inhumane treatment of workers, 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 the use of any such treatment.

### **6. Non-Discrimination**

There must be no discrimination based on race, color, age, gender, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status etc. in hiring and employment practices (such as promotions, rewards, and access to training etc). In addition, all workers must not be subjected to medical tests that could be used in a discriminatory way.

## **7. Freedom of Speech**

Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation conflicts. Workers must be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.