

Labour and human rights

To uphold the human rights of workers, and to treat them with dignity and respect as understood by international community.





1. Contract of requirements

All employees shall have an employment contract signed by both parties that defines the terms and conditions of employment. A copy of such a contract shall be issued to the employee.

A contract of employment shall at least contain but not limited to:

- i. Working hours showing at least guaranteed wage
- ii. Overtime pay rates and compensation for working out of normal working hours
- iii. Payment and frequency of payment
- iv. Notice period

2. Child labour and Young Workers

No person is employed who is below the minimum legal age for employment. (Above 16 years old in China is the legal age for employment) Children (person under 18 years) are not employed for any hazardous work, or work that is inconsistent with the child's personal development.

Where a child is employed, the best interests of the child shall be the primary consideration. Policies and programmes that assist any child found to be performing child labour are contributed to, supported, or developed. Proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights are in accordance with applicable laws and regulations.

3. Freely chosen employment

Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity papers with their employer. Workers must not be required to surrender any government-issued identification, passports, or work permits as a condition of employment.

4. Freedom of Association

As far as any relevant laws allow, all employees are free to join or not to join trade unions or similar external representative organizations. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

5. Non-Discrimination

Nor form of discrimination is engaged in, or supported by, the company in hiring, employment terms, remuneration, and access to training, promotion, termination or retirement procedures or decisions. Suppliers shall not require a pregnancy test or discriminate against pregnant workers except where required by applicable laws or regulations or prudent for workplace safety.

6. Disciplinary Practices

Employees are treated with respect and dignity. Physical or verbal abuse or other harassment and any threats or other forms of intimidation are prohibited.

7. Working Hours

Working hours of employees comply with national laws and are not excessive, and workers shall be allowed at least one day off per seven-day week. Overtime requested should be voluntary and be paid a call-back pay.

8. Payment

Employees understand their employment conditions and fair and reasonable pay and terms are provided. The payment will be above or at least reached to the minimum payment in the local area.

9. Human treatment

No harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of works; nor is there to be the threat of any such treatment.

10. Individual Conduct

No form of bribery, including improper offers for payments to or from employees, customers, suppliers, organizations or individuals is tolerated.

11. Modern Day Slavery

TCT prohibits any form of Modern Day Slavery and its suppliers should also prohibit & avoid the Modern Day Slavery.

12. He for She

TCT is committed to ensure the equality of man & woman in the company & supply chain.

Health and Safety

A healthy and safe working environment is provided for employees, in accordance with international standards and national laws. This includes access to clean toilet facilities, drinkable water and, if applicable, sanitary facilities for food storage. Where an employer provides accommodation, it shall be clean, safe and meet the basic needs of employees. Recognized management system such as OHSAS18001 on Occupational Safety and Health as reference may be a useful resource of additional information.





1. Occupation safety

Occupational injury and illness should be reported. Suppliers shall encourage worker reporting, classify and record injury and illness cases, investigate cases and implement corrective actions to eliminate their causes, provide necessary medical treatment, and facilitate the workers' return to work.

2. Emergency prevention, preparedness and response

Emergency situations and events shall be identified, and assessed, and their impact should be minimized by implementing emergency plans and response procedures

3. Occupational injury prevention

Eliminate physical hazards where possible, or shall provide workers with appropriate personal protective equipment.

4. Ergonomics

Identify, evaluate, and control worker exposure to physically demanding tasks, including manual material handling, heavy lifting, prolonged standing, and highly repetitive or forceful assembly tasks.

5. Dormitory and Canteen

Workers should be provided with clean toilet facilities, access to potable water, and sanitary food preparation and storage facilities. Worker dormitories provided by supplier or a third party shall be clean, safe and provide adequate emergency egress, adequate heat and ventilation, reasonable personal space, and reasonable entry and exit privileges.

6. Absolute Rules

Supplier shall observe the following rules and ensure compliance and awareness at all levels and monitor compliance to:

- i. Always wearing seat belts when travelling in or operating vehicles.
- ii. Always using suitable personal protective equipment (PPE), a safety harness and fall protection equipment when working at height, attaching harnesses at all times when working at height.
- iii. Never carrying out electrical work on electrical equipment, circuits and gear without appropriate qualifications and compliance to regulations.
- iv. Never working under the influence of substances (alcohol or drugs) which are illegal or in excess of legal levels or where this impairs ability to perform tasks.
- v. Never using a hand held phone whilst driving and only making calls by pulling over or using hands free devices, when it is safe to do so
- vi. Never exceeding speed limits or travelling at speeds which are dangerous for the type of road, vehicle or conditions.

7. Health and Safety communication

Workers should be provided with appropriate workplace health and safety training in their primary language. Health and safety related information should be clearly posted in the facility.

Environment

Processes are in place to actively improve the efficiency with which finite resources (such as energy, water, raw materials) are used. Appropriate management, operational and technical controls are in place to minimize the release of harmful emissions to the environment. Appropriate measures are in place to improve the environmental performance of products and services when in use by the end user. Innovative developments in products and services that offer environmental and social benefits are supported. Recognized management system such as ISO14001 may be a useful source of additional information.



1. Environmental Permits and Reporting

TCT and suppliers should obtain, maintain, and keep current all required environmental permits (e.g. discharge monitoring) and registrations and follow the operational and reporting requirements of such permits.

2. Pollution Prevention and Resource Reduction

Endeavour to reduce or eliminate solid waste, wastewater and air emissions, including energy-related indirect air emissions, by implementing appropriate conservation measures in their production, maintenance and facilities processed, and by recycling, re-using, or substituting materials.

3. Hazardous Substance Management and Restrictions

The environmental law and regulations prohibiting or restriction the use or handling of specific substances should be complied.

4. Wastewater and Solid Waste Management

Manage and dispose the non-hazardous wastewater and solid waste generated from operations as required by applicable laws and regulations.

5. Air Emissions Management

Characterize, monitor, control and treat air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals, and combustion by products generated from operations, as required by applicable laws and regulations, before discharge.

6. Climate Change

The supplier should identify, monitor and minimize Greenhouse Gas emissions (GHG) and energy consumption from own operations including CO2 emissions from transportation and travel. Supplier shall do this by marking a self-declaration of the Supplier's annual energy consumption and GHG emissions that should be publicly available. To proactively manage GHG emissions, supplier is expected to:

- i. Have emissions reduction targets
- ii. Measure and provide emission metrics for GHG emissions
- iii. Take actions to reduce GHG emissions
- iv. Publically reporting of GHG emission metrics annually
- v. Have a process to engage its sub-suppliers to drive GHG emission reduction within supplier's operations and that of their suppliers

The supplier should develop energy efficient products or services throughout the entire life cycle and comply with internationally recognized standards.

7. Responsible Sourcing of Minerals

The supplier shall have a clear policy or procedure in place to avoid knowingly purchasing conflict minerals.

In particular the supplier shall have a policy or procedure to reasonably assure that the tin, tantalum, tungsten and gold in the products it manufactures 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. Supplier shall exercise due diligence on the source and chain of custody of these minerals and make their due diligence measure available.

8. Storm Water Management

To implement the storm water management which include prevent contamination of storm water runoff and prevent illegal discharges and spills from entering storm drains.

9. Animal Resources Protection

TCT undertakes the social responsibility, regarding the protection of animal resources as an important part of sustainable development program. TCT also encourages suppliers to focus on protecting animal resources. Suppliers require to taking steps to avoid illegal use of animals for product testing. Also, suppliers require to avoiding the illegal use of animal cholesterol and other animal resources into their product.

Ethics

This principle is formulated to meet social responsibilities and to achieve success in the marketplace.



1. Anti-corruption and bribery

i. Business Integrity :

The highest standards of integrity are to be expected in all business interactions. TCT prohibited employees to accept large gifts, cash or any other form of equivalent corruption, extortion and embezzlement from suppliers, traders or stakeholders. Once it's found that the TCT will immediately terminate the supply qualification and take appropriate legal measures.

ii. Illicit Payments :

TCT prohibit to directly or indirectly make payments or transfer any valuables, as well as offer, promise or authorize payments or transfer of valuables to governmental authorities, political parties, or candidates for governmental positions in order to have influence on government actions or formal solutions in order to obtain a permit for carrying out or continuation of business activities or illegal advantage.

2. Anti-Fraud

TCT prohibits any form of fraud. The management design appropriate internal control and anti-fraud policies and measures.

3. Anti-money laundering

TCT prohibits any form of money laundering and assists in money laundering. Illegal income and its yield, through various means to conceal, conceal its origin and nature, make it in the form of legal behavior is strictly prohibited.

4. Conflict of interest

TCT prohibits all types of conflicts of interest. A conflict of interest may arise when personal interests are involved, and when relevant decisions may negatively affect the Company's interests.

Conflicts of interest can take various forms. The following similar situations should be prohibited &

Avoided :

- i. The TCT employee has family interests, in which a spouse, child, or other close relative is employed (or applies for employment) or where goods or services are purchased from such a relative or a company is controlled by the employee's relative.
- ii. The TCT employee receive an invitation from a third party, including clients, customers, service providers and other third parties to participate in meetings, congresses and conferences that are directly related to business activity, upon approval of the management. Trips, significant gifts and entertainment activities that are too expensive or are beyond the scope of reasonable prices are strictly forbidden.

5. Respect of intellectual property rights

TCT emphasize importance to the protection of intellectual property rights. The transfer of intellectual property rights, technology and knowledge should be based on the protection of intellectual property rights.

6. Anti-unfair competition, Ensure the authenticity of marketing and advertising information

- i. Fair business, advertising and competition :
TCT supports and performs fair business, advertising and competition and takes relevant measures to ensure the authenticity of marketing and advertising information.
- ii. Information leakage :
Public disclosure of business activities, organizational structure, financial status and performance information should be consistent with applicable regulations and industry practices.

7. Consumer / customer data and privacy protection

TCT always take effective measures to protect the customer's personal data and privacy.

8. Guarantee the necessary products or services provided to the vulnerable groups.

TCT is committed to providing the necessary products or services for vulnerable groups.

9. Protection of Identity and Non-Retaliation

TCT ensure that the protection of supplier and employee whistle blower confidentiality and anonymity are to be maintained. TCT should have a communicated process for our personnel to be able to raise any concerns without fear of retaliation.