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Corporate  
social  
responsibility 2017

# THE ALPHA ENTERPRISE

Code of Corporate Social Responsibility

## Wages and Benefits

Workers should be paid at least the minimum wage required by applicable laws and regulations and provided all legally mandated benefits. In accordance with local laws, workers should be compensated for any overtime hours. Deductions from wages should not be used as a disciplinary measure. Workers should not be required to pay any fees to secure employment. All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

## Working Hours

Workweeks should not exceed the maximum set by local law. Except in emergency or unusual situations and workers should be allowed at least one day off every seven-days. Under no circumstances may workweeks exceed the maximum permitted under applicable laws and regulations. must offer vacation time, leave periods, and holidays consistent with applicable laws and regulations.

## Non-Discrimination

Workers should not be discriminated against based on race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership, national origin, or marital status in hiring and employment practices.



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## Child Labor

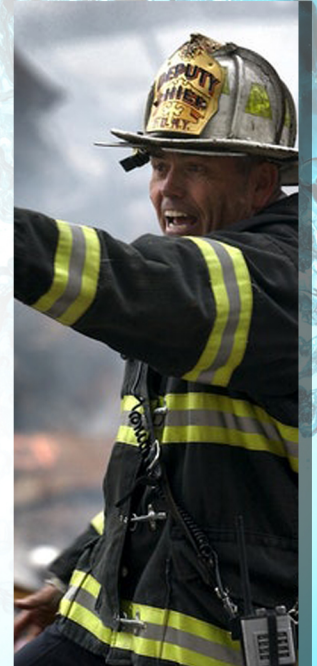
Child labor is not to be used in any stage of manufacturing. The term “child” refers to any person employed under the age of 18\ or under the age for completing compulsory education. This does not prohibit legitimate workplace apprenticeship programs which comply with applicable laws and regulations. Hazardous work should not be performed by workers under the age of 18.

## Humane Treatment

Workers should not be subject to harsh or inhumane treatment, including sexual harassment, sexual abuse, corporal punishment, mental coercion, physical coercion, or verbal abuse. Workers should be free to move about open areas of the workplace at all times during work hours subject to any restricted areas that require special access and so long as they are not interrupting productivity of other employees.

## Involuntary Labor

Forced, bonded, indentured, or prison labor, slavery or trafficking of persons should not be used in the workplace. This includes transporting, harboring, recruiting, transferring or receiving persons by means of threat, force coercion, abduction or fraud. All work must be voluntary and workers should be free to leave work or terminate their employment with reasonable notice. Workers must not be required to surrender any government-issued identification, passports, or work permits as a condition of employment.



## Freedom of Association

The rights of workers to associate freely, form and join workers organizations of their own choosing, seek representation, bargain collectively, and engage in peaceful assembly as permitted by and in accordance with applicable laws and regulations, should be respected. Workers should be permitted to communicate openly with management regarding working conditions without fear of discrimination reprisal, intimidation or harassment.



## **Health and Safety**

### **Occupational Safety**

Appropriate controls, safe work procedures, preventative maintenance, and protective measures (such as physical guards, interlocks, and barriers) should be used in the workplace to mitigate health and safety risks. Workers should be provided with appropriate personal protective equipment in situations where hazards cannot be adequately controlled by such means. Workers should have the right to raise safety concerns without fear of reprisal.

### **Occupational Injury and Illness**

Procedures and systems should be established to manage, track, and report occupational injury and illness, including provisions to 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 employee's return to work. Code of Corporate Social Responsibility 160718

### **Emergency Preparedness**

Emergency situations and events should be identified and emergency plans and response procedures implemented, including emergency reporting, worker notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities, and recovery plans.



## **Industrial Hygiene**

Workers exposure to hazardous, chemical, biological and physical agents should be identified and controlled. Workers should be provided with the appropriate personal protective equipment when necessary.

## **Physically Demanding Work**

Workers exposure to physically demanding tasks, including manual material handling, heavy lifting, prolonged standing, and highly repetitive or forceful assembly tasks, should be identified and controlled.

## **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.

## **Dormitory and Canteen**

Workers should have access to clean toilet facilities, potable water, and sanitary food preparation and storage facilities. Dormitories provided to workers should be clean and safe with adequate emergency egress, heat and ventilation and reasonable personal space.

## **Environmental**

### **Environmental Permits and Reporting**

Environmental permits (e.g. discharge monitoring) and registrations should be obtained, maintained and kept current, as required by law, and operational and reporting requirements of such permits followed.



## **Hazardous Substances**

Suppliers should comply with applicable laws and regulations prohibiting or restricting specific hazardous substances. To ensure safe handling, movement, storage, recycling, reuse, and disposal, suppliers should identify and manage substances that pose a hazard if released to the environment and comply with applicable labeling laws and regulations for recycling and disposal. Workers who will come into contact with such substances in the workplace should be trained on the safe handling of such substances.

## **Wastewater and Solid Waste Emissions**

Wastewater and solid waste generated from operations, industrial processes, and sanitation facilities should be monitored, controlled, and treated as required by applicable laws and regulations

## **Air Emission**

Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals, and combustion by-products generated from operations should be characterized, monitored, controlled, and treated as required by applicable laws and regulations before discharge.

## Pollution Prevention and Resource Reduction

Suppliers must endeavor to reduce or eliminate waste of all types, including water and energy, by implementing appropriate conservation measures in its facilities, in its maintenance and production processes, and by recycling, re-using, or substituting materials.

## Ethics

No Corruption, Extortion, or Embezzlement Corruption, extortion, and embezzlement, in any form, are strictly prohibited and may result in immediate termination as a THE ALPHA ENTERPRISE's supplier and in legal action.

## No Improper Advantage

Bribes or other means of obtaining undue or improper advantage may not be offered or accepted.

## Disclosure of Information

Business activities, name of owners and investors, structure, financial situation, and performance should be disclosed in accordance with applicable laws and regulations.



## Protection of Intellectual Property

Intellectual property rights should be respected and the transfer of technology and know-how should be done in a manner that protects intellectual property rights.

## Community Engagement

Community engagement to help foster social and economic development should be encouraged.



## Whistleblowers

Programs should be maintained to ensure the protection of supplier and worker whistleblower confidentiality, and anonymity, in accordance with local laws and regulations, and to prohibit retaliation against workers who participate in such programs in good faith.





## **Management System Company Commitment**

A corporate social and environmental responsibility statement affirming supplier's commitment to compliance and continual improvement should be posted in supplier's workplace. Code of Corporate Social Responsibility 160718

## **Legal and Customer Requirements**

Applicable laws and regulations and customer requirements should be identified, monitored and understood.

## **Communication**

Clear and accurate information about supplier's performance, practices, and expectations should be communicated to its workers, suppliers, and customers.

## **Worker Feedback and Participation**

An ongoing process to obtain feedback on processes and practices related to this Code and to foster continuous improvement should be maintained.

## Audits and Assessments

Periodic self-evaluations should be conducted to ensure compliance with this Code and reasonable efforts should be undertaken to notify all next tier suppliers of the requirements of this Code and with applicable laws and regulations.

## Corrective Action Process

A process for the timely correction of any deficiencies identified by an internal or external audit, assessment, inspection or review should be maintained.

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## Documentation and Records

Documents and records should be maintained to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.