

**QUALITY
MANAGEMENT
SYSTEM**

TAKONI

**PN-EN ISO 9001
IATF 16949
AQAP 2110**

Human Rights and Working Conditions Policy Management Policy

Takoni Sp z o.o. is committed to responsible corporate practices in the area of human rights and working conditions and aligns with practices recommended by industry standards such as the Global Automotive Sustainability Practical Guidance and the RBA Code of Conduct, which incorporates the International Bill of Human Rights, namely the Universal Declaration of Human Rights (1948), the International Covenant on Economic, Social and Cultural Rights and the International Covenant on Civil and Political Rights and its two Optional Protocols (1966). Takoni Sp z o.o. also adheres to the principles set forth in the fundamental ILO Conventions, namely the Forced Labor Convention (1930), the Minimum Age Convention (1973), the Worst Forms of Child Labor Convention (1999) and ILO Declaration on Fundamental Principles and Rights at Work (1998).

Takoni Sp z o.o. human rights expectations apply to all of our personnel, business partners and other parties directly linked to our operations, products or services. Takoni Sp z o.o. is committed to respecting the United Nations Guiding Principles for Business and Human Rights (2011) and its principles within our operations and supply chains. The working conditions of our employees are, at minimum, in compliance with internationally recognized labor standards and the laws of the countries we operate in. When national law directly conflicts with international human rights standards or does not fully comply with them, Takoni Sp z o.o. will seek ways to respect internationally recognized human rights, such as those enshrined in the conventions mentioned above.

1. No Child Labor

Takoni Sp. z o.o. will not employ children below the minimum age for employment according to applicable regional law. Furthermore, Takoni Sp z o.o. shall ensure that persons under the age of 18 do not perform any offshore duties or undertake any hazardous work that could jeopardize their health or safety. “Child labor” means any work by a child or young person, unless it is considered acceptable under the ILO Minimum Age Convention 1973 (C138).

Takoni Sp.z o.o. supports the use of legitimate workplace learning programs that comply with all laws and regulations, provided that these laws and regulations are aligned with international standards. Takoni Sp z o.o. will ensure proper management of student workers through effective maintenance of student records, rigorous due diligence of educational partners, and protection of students’ rights in accordance with applicable law and regulations. In any case, appropriate support and training shall be provided 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.

2. No Forced Labor

Takoni Sp. z o.o. does not tolerate any form of forced labor, including debt bondage, indentured labor or any involvement in human trafficking in its business activities. This includes transporting, harboring, recruiting, transferring or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.

Takoni Sp. z o.o. will not unreasonably restrict workers' freedom of movement throughout company-provided facilities nor unreasonably restrict workers' entering or exiting company-provided facilities.

Takoni Sp. z o.o. will engage with suppliers to eradicate modern slavery, forced labor and human trafficking in its supply chain.

3. Prohibition of Human Trafficking

Takoni Sp. z o.o. adheres to the provisions of the California Transparency in Supply Chains Act of 2010 and the UK Modern Slavery Act of 2015, and where applicable, to the regulations established under FAR 52.222-50.

4. Working Conditions

Working hours, breaks, holidays and leave periods will be established in compliance with local laws and agreements, and in any case, a workweek should not be more than 40 hours per week except in emergency or unusual situations. Workers shall be allowed at least one day off every seven days. Takoni Sp z o.o. shall ensure that all employees are provided with written agreements of employment and are free to leave their work after giving reasonable notice.

Furthermore, compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. Deductions from wages as a disciplinary measure shall not be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement 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 the local law. Imported and migrant workers are to be provided equal wages, benefits and working conditions.

As part of the hiring process, workers must be provided with a written employment agreement that contains a description of terms and conditions of employment. 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, 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 have been paid by workers, such fees shall be repaid to the worker.

5. Health and Safety

Takoni Sp. z o.o. consistently complies with applicable environmental, safety and health (ESH) regulations as well as customer, community and other requirements. Takoni Sp. z o.o. furthermore commits to continual improvement of its operations, progressively reducing the potential ESH impact of its activities, by focusing on: the health, safety and productivity of employees and processes; efficient use of natural resources; and prevention of pollution. Takoni Sp. z o.o. sets and reviews relevant ESH objectives and targets for its operations on a regular basis.

6. Freedom of Association & Collective Bargaining

All workers have the right to form and join trade unions of their own choosing, to bargain collectively and to engage in peaceful assembly. Takoni Sp. z o.o. will respect the right of workers to refrain from such activities, and respect their freedom of opinion and expression.

Additionally, workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices, both without fear of discrimination, reprisal, intimidation or harassment.

Finally, where employees participate in a strike for a lawful object, Takoni Sp. z o.o. shall not interfere with, impede or diminish their right to strike, or to affect the limitations or qualifications on that right.

7. Non-Discrimination & Anti-Harassment

Takoni Sp. z o.o. ensures equal opportunity for all without discrimination or harassment on the basis of sex, race, age, color, disability, ethnic or national origin, sexual orientation, religion, social or marital status, or other status protected by applicable law. Takoni Sp. z o.o. respects employee's and business partners' freedom of thought, conscience and religion.

Takoni Sp. z o.o. does not tolerate any acts of sexual harassment or other forms of discrimination or harsh treatment. Takoni Sp. z o.o. encourages all employees and business partners to report and remedy harassing workplace conduct with the goal of eliminating such conduct quickly and effectively, even in cases in which the reported conduct may not be severe and pervasive so as to constitute a violation of law.

8. Responsible Sourcing of Minerals

Under the provisions of its Conflict Minerals Policy, Takoni Sp. z o.o. conducts due diligence on the source and chain of custody of Tantalum, Tin, Tungsten, and Gold that may be present in its products. Takoni Sp. z o.o. requires its suppliers to submit current Conflict Mineral Reporting Template (CMRT).

9. Contractor and Supplier Requirements

Beyond observing these requirements in its own operations, Takoni Sp. z o.o. requires that its contractors, subcontractors, suppliers and their sub-suppliers adhere to the requirements of this Policy. Suppliers that fail to adhere to these requirements may be subject to sanctions, including, but not limited to, termination of their agreements with Takoni Sp. z o.o. for default.

10. Verification of Compliance & Measures to Address Non- Compliance

Compliance with this Policy will be reviewed and documented as part of periodic audits carried out by Takoni Sp. z o.o. representatives at sub-suppliers premises. Subcontractors or suppliers that pose potentially greater risks may be subject to more detailed risk assessments and additional verification. Non-compliance with this Policy or relevant laws and regulations may lead to sanctions or penalties, including, but not limited to, termination.