



**Revision. 2024**

# *CODE OF* **CONDUCT AND ETHICS**

FOXCONN BAJA CALIFORNIA, S.A. de C.V.

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## 1. Introduction

Established from the Global Policy of the Foxconn Code of Conduct (CoC), the Code of Conduct of the Responsible Business Alliance (RBA), the Code of Conduct and Ethics in Business of Foxconn Baja California; the Code of Conduct for Suppliers is the set of ethical standards, which all Foxconn Baja California suppliers are committed to respect; This commitment is adopted based on a series of ethical principles and values that all members of the Organization share. The Code provides a set of values, principles and standards to guide decision-making and conduct when ethical issues arise. It does not provide a set of rules that describe how to act in all situations. Specific applications of the Code should take into account the context in which it is to be considered and the potential for conflicts between the values, principles and standards of the Code. Ethical responsibilities emanate from every human relationship, from personal and family to social and responsibilities professional.

## 2. Definitions

- **PRINCIPLES:** These are accepted universal truths that are valid over time, in different regions and in any type of relationship.
- **VALUES:** These are the principles accepted by a person that are recognized as valid according to the beliefs, interests and aspirations of that particular person who adopts them.
- **ATTITUDES:** They are a series of preconceived options by individuals based on systematically acting in the same direction in the same situation.
- **CONGRUENCE:** Process in which a permanent and consistent coincidence can be observed between the way a person thinks and acts.
- **WORKPLACE HARASSMENT:** Form of psychological violence, or moral harassment, practiced in the workplace, which consists of actions of systematic intimidation and persists, such as words, acts, gestures and writings that threaten the personality, dignity or integrity of the victim. It can be by aggressors of higher hierarchies, equal or even inferior to those of the victims. It is also known by the Anglo-Saxon term mobbing.
- **ETHICS:** Describes the investigation and analysis of moral principles and dilemmas. The term can also be applied to rules or regulations that state which actions are good or bad for the individual or group.
- **PPE:** Staff protective equipment
- **FBC:** Foxconn Baja California
- **OSH:** Safety and health at work.
- **SST:** Safety and health at work.
- **SAQ:** Supplier Assessment Questionnaire

- CoC: Code of Conduct
- RBA - Responsible Business Alliance
- LFT - Federal Labor Law
- EMAS - Eco-Management and Audit Scheme Environmental)
- MONEY LAUNDERING: It consists of concealing or disguising the origin of illicitly obtained proceeds in such a way that they appear to come from legitimate sources.
- BRIBERY: Bribery occurs when benefits (things of value) are provided, directly or indirectly, to individuals, including public officials, business partners, clients, or potential clients, for their personal gain, in order to influence their actions or decisions related to their official duties or business roles.
- THINGS OF VALUE: These may include cash, cash equivalents (e.g., gift cards), meals, entertainment, travel, gifts, employment, contracts, in-kind services, such as performing repair work at someone's private residence.
- EXTORTION: The act of applying pressure on someone through violence, intimidation, and/or threats to perform or omit an action in order to gain a direct or indirect benefit.

### **3. Labor**

It is committed to defending the human rights of workers and treating them with dignity and respect, as understood by the international community. This applies to all workers, including temporary, migrant, student, contracted, direct and all other types of workers.

#### **3.1 Free Choice of Employment**

Foxconn Baja California will respect the free choice of employment will not use forced labor, in conditions of servitude, exploitation or trafficking of persons. All work performed will be stipulated by an employment contract in your mother tongue according to the Federal Labor Law. Workers will not be required to pay commissions or fees for hiring agents, or other related positions during their hiring, nor will original personal documents be withheld. All work must be voluntary and thus the worker is also free to leave his employment at any time upon due notice and in accordance with applicable laws

#### **3.2 Avoid child labour**

Shall not use child labour "The term child refers to a child under 16 years of age" according to the different national laws, as well as the international agreements inherent to child labour.

#### **3.3 Working hours**

A work week will be limited to 60 hours and workers will be allowed at least one day of rest for every six days of work as stipulated in the RBA CoC. Vacations, periods of Leave and holidays must be based on

applicable laws and government regulations. Likewise, Foxconn Baja California recognizes that unreasonable overtime for employees workers will result in reduced productivity, increased turnover, increased injury and illness rates. Additionally, Foxconn Baja California establishes that the hours Extraordinary work will be voluntary and remunerated in accordance with RBA CoC not less than 125% of the regular work.

Based on that minimum requirement, Foxconn Baja California must also comply with local laws to this requirement and develop the closing of gaps and the development of improvement plans on a continuous basis. Foxconn Baja California will also hold review and discussion sessions with interested parties and law enforcement agencies and relevant clients to ensure legal compliance at the national level. global and local. Foxconn Baja California, in accordance with applicable laws, undertakes to respect the working hours work with the purpose that workers enjoy their free time inside and outside the company including the days off stipulated in the Federal Labor Law and those designated by the company as non-working days.

### **3.4 Fair remuneration and social security**

Every Foxconn Baja California worker will receive fair economic remuneration according to the provision of its services for a specific period in accordance with applicable laws and regulations, considering it will not be less than the minimum wage. The remuneration is delivered directly to the worker and without inappropriate deductions not stipulated in the LFT. Workers receive a check payment with the details of your remuneration. Foxconn Baja California will provide all workers At the beginning of your contract, your registration with the social security entity that has the purpose of guaranteeing the right to health, medical care, protection of livelihoods and services necessary for individual and collective well-being.

### **3.3 Humane treatment**

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

### **3.4 Avoid any form of discrimination**

- All workers must address their subordinate co-workers and/or bosses with strict respect, cordiality and professionalism.
- Any activity that may affect the physical or moral integrity of workers is prohibited.

- It is forbidden to generate situations of discrimination, and abuses of a psychological, physical, sexual, labor nature in the employment relationship.
- Any act of discrimination that violates the moral and physical dignity of workers who have been in contact with a family member, worker, or who has been diagnosed with an infection or contagious disease, such as COVID-19, Influenza, etc.
- Under no circumstances will activities in which physical or verbal harassment of workers is used, be allowed.
- The treatment between workers must be of respect, tolerance and mutual support thus allowing a good working environment within the organization.

Suppliers and their facilities shall ensure good practices of non-discrimination on the basis of race, color, age, gender, sexual orientation, ethnicity, national origin, disability, pregnancy, religion, political affiliation, union membership, or marital status. In addition, workers or candidates for employment should not be subjected to medical examinations that could be used in a discriminatory manner.

### **3.5 Freedom of association**

At no time shall they act against workers who wish to exercise in any way, participate or not participate in an association, workers' organization or collective bargaining. Suspensions, dismissals or any penalty in the payment of workers will be considered forms of retaliation. In this way, the company or its representatives will not discriminate against applicants who have previously exercised their right to belong to such organizations.

### **3.6 Protection of young workers**

Based on applicable laws, workers under the age of 18 (young workers) must be protected for safety and proper recruitment by not performing night shift work, overtime or work that may endanger their physical and mental health and safety. Performing proper management of student workers by properly maintaining their records.

### **3.7 Protection of maternity and health rights of women workers**

The supplier is committed to protecting the rights and health of working women. Occupational health protection for working women involves ensuring social benefits, breastfeeding breaks and providing protection against dismissal and discrimination on the grounds of maternity. A worker's employment may not be terminated during her pregnancy or maternity leave. Female workers shall be entitled to a period of maternity leave of not less than the legal requirement. A working woman is guaranteed the right to return to the same position or an equivalent position paid at the same rate at the end of her maternity leave or

leave. Reasonable measures must also be taken to eliminate high-risk working conditions for pregnant women, nursing women/mothers, eliminate or reduce any health and safety risks in the workplace for pregnant women and nursing mothers including those associated with their work assignments, as well as include accommodation for nursing mothers.

## **4. Health and Safety**

Recognizes the importance of minimizing the incidence of work-related injuries and illnesses, a safe and healthy work environment, which improves the quality of our products and services, for which it is committed to complying with legal and other requirements.

### **4.1 Job Security and Safe Work.**

It recognizes the importance of a correct identification of the hazards inherent to our activities, due to this, it has established a procedure for hazard identification and evaluation where the actions to be taken with them are established.

### **4.2 Emergency Preparedness**

Is aware of the need to identify and evaluate potential emergency situations, therefore, it is advisable to establish procedures for an emergency response plan where issues such as:

- Identification of potential emergencies
- Risk assessment
- Staff training
- Evacuation procedure
- Emergency drills
- Brigade formation

### **4.3 Injuries and Illnesses**

Accident investigation procedures are established in order to identify root causes and take measures to prevent recurrence.

### **4.4 Monitoring of health and safety standards**

The supplier recognizes the importance of maintaining an up-to-date knowledge of the state of compliance with applicable legal requirements, which is why it has established mechanisms to identify legal requirements and other interested parties.



#### **4.5 Physical strength work**

It is aware of the importance of our workstations being adequate and safe for our collaborators, which is why mechanisms are established to evaluate the ergonomics of the workstations, as well as procedures for handling materials manually.

#### **4.6 Protection of machinery**

Procedures are established for hazard identification and risk assessment of machinery and equipment. It also has established procedures to maintain machinery and equipment in optimal operating conditions

#### **4.7 Sanitation, food and accommodation**

If you apply within your facilities you must comply with what is mentioned by law. Covering the minimum necessary for the safety and protection of workers..

#### **4.8 Communication on health and safety**

Aware of the need for workers to know safety issues, mechanisms are established to convey to staff the safety measures applicable to their activities, the mechanisms used are:

- Presentations on screens
- Training
- Procedures
- Safety signs
- Risk labels

### **5. Environment**

All activities are carried out in an environmentally friendly manner. Recognised management systems such as ISO14001 and the Environmental Management and Audit Scheme (EMAS) have been used as references in the preparation of this point and can be a source of additional information.

#### **5.1 Environmental permits and reports**

Procedures are established for the review of applicable legal requirements to ensure compliance and monitoring.

#### **5.2 Prevention of pollution and reduction of resources**

It is aware of the need to manage its emissions and discharges of pollutants generated by activities, which is why guidelines are established for the proper use of resources such as water and energy, preventive maintenance procedures for machinery and equipment.

### **5.3 Hazardous Substances**

Procedures are established to control the use of chemical substances in plants, which establish criteria for the introduction of new chemical substances, as well as their use and storage, as well as the disposal of hazardous waste generated by their use.

### **5.4 Solid waste**

They establish special handling waste control procedures, which address issues such as the proper separation of waste to make the most of it.

### **5.5 Emissions to the atmosphere**

Its emissions are periodically monitored in order to be aware of the compliance status.

### **5.6 Conflict Minerals**

The suppliers of Foxconn Baja California will prevent that the raw materials with which they make the products for our disposal, do not contain minerals that have been extracted from conflict zones where human rights are violated for the benefit either indirectly or directly of said groups.

### **5.7 Water management**

A water management program is implemented that characterizes, documents, and monitors water sources, use, and discharge; to look for opportunities to conserve water; and to control pollution channels. All wastewater must be characterized, monitored, controlled and properly treated prior to discharge or disposal. Your wastewater treatment and containment systems will be routinely monitored to ensure optimal performance and regulatory compliance.

### **5.8 Energy consumption and greenhouse gas emissions**

Targets are set for reductions in their emissions from energy consumption.

## **6. Ethics**

### **6.1 Business Integrity**

The relationship with third parties should be oriented to situations with a business character using good judgment and doing what is ethically correct.

A conflict of interest arises when our personal interests contravene the interests of the company, coming from an external source or an internal source (including those of a family member or organization with which we have a significant relationship) The vast majority of actual or potential conflicts of interest can be

resolved or avoided if properly disclosed and approved; therefore, we must immediately inform the legal area of the Human Resources department of Foxconn Baja California.

## **6.2 No Undue Advantage**

Bribes or other means to obtain undue advantages are not 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, to obtain or retain business, personal business, extort, or otherwise gain an undue advantage. The company declares its Zero Tolerance position: it does not promote, accept, or condone acts that fall within the concepts of bribery, extortion, or corruption in any of its business dealings, nor does it engage in money laundering.

The company's executives, senior management, and suppliers commit to upholding high moral and ethical principles in compliance with applicable laws and this policy. The company has procedures regulating local or international contracts, operations, and transactions, which must be strictly adhered to.

It is therefore strictly prohibited to receive and/or accept any payment, gift, or present intended to influence any organizational process and/or gain an advantage from our clients or suppliers. Employees must also formally return any gift or item of value given with such intent, whether by physical or electronic means.

Foxconn Baja California does not earn the loyalty of its clients or suppliers through gifts or royalties. In compliance with the code, you must be aware that various laws prohibit giving or receiving such items within or outside business functions, particularly to those involved in purchasing or procurement processes.

Follow-up and enforcement procedures must be implemented to ensure compliance with anti-corruption laws. Any violation of this policy will result in internal actions in accordance with our disciplinary mechanisms or external measures in line with applicable laws and penalties imposed by authorities.

## **6.3 Confidentiality of Information**

Information is one of the most important assets for the correct functionality of the business for this reason workers must:

- Not disclose or disseminate any type of information of which you have knowledge and / or access due to the provision of your services for the company, or provide to third parties, verbally, in writing, by any electronic means, magnetic device or any other means, directly or indirectly, any information on commercial and industrial practices, industrial secrets and activities of any kind observed by the company in the development of its activities and business.

- I recognize that the owners of the intellectual property rights belong to the company, including copyright and industrial property rights, on the software programs computation, industrial processes, product, production methods or processes, means or forms distribution or marketing of products or provision of services, reports, articles, studies, manuals, production systems, improvements to them, special additions to programs, simplification of processes, replacement of parts and in general all types of documents and information, verbal or written, recorded by electronic means, devices magnetic or by any other, that I have access for the provision of my services towards this company, as well as with respect to the documents and information that the undersigned prepare, improve, implement and formulate, by myself or in collaboration with other workers of the company, and that result in the benefit of the goods and rights described.
- Every worker undertakes to deliver, without the need for a request by the company at the end and / or termination of the employment relationship and even while it subsists, all material and / or medium that contains industrial secrets and / or exclusive intellectual property rights of the company, since such information is considered confidential information.
- I acknowledge that the disclosure of confidential information and / or industrial secrets and / or intellectual property described, does not constitute an option, grant, permission or license for it to be used in a way other than the provision of my services to the company, on the contrary, I am responsible for any act of my own and / or the personnel in my charge.
- I am committed to the security of information/Use of the Intranet/Internet/storage local (fixed and removable), the use of electronic mail (E-mail), as well as the disclosure of the messages sent or received by company employees using the mail system Foxconn Baja California email. Also to comply with applicable legislation and good habits, trying to stay away from any practice of illicit access to systems and computer equipment, corruption, extortion, fraud, abuse of trust, and in general all criminal behavior.

#### **6.4 Business Conduct Policies**

Prevent violations of the law and company policies, as well as promote:

- Honesty and ethics in conduct, including the ethical handling of real or apparent conflicts of interest that produce personal and professional relationships.

- That complete, accurate, timely and understandable information is provided in the reports and documents that the company presents or submits to government agencies and in other communications to third parties.
- Compliance with laws, rules and government regulations.

### **6.5 Identity Protection and Non-Retaliation**

Programs that ensure confidentiality, anonymity and protection of suppliers, employees, customers and consumers. Whistleblowers by workers must be maintained, unless prohibited by law. Anonymous complaints with clear and specific descriptions of person/time/place/event should be accepted and protected. Is committed to protecting reasonable expectations of information privacy by individuals with all persons with whom we do business, suppliers, customers, consumers and employees.

### **6.6 Purchase of products and services**

All workers involved in purchasing products and services must be objective and impartial when making purchasing decisions.

### **6.7 Physical Access Control**

Develop procedures covering physical access control to ensure the privacy of communications, maintain the security of company communications equipment, and protect the integrity of workers.

## **7. Management system**

To ensure compliance, it accepts the application in all practices and good management of everything established in this code, a management system must be created for monitoring, integrated by procedures and / or internal policies based on social and environmental responsibility mentioned below.

- Assign responsible for compliance with what is mentioned in this code.
- Periodically conduct reviews of legal requirements on labor/ethics and environmental/health and safety issues.
- Code compliance risk assessments; Internal reviews as a method of prevention.
- Have the objectives and improvement for compliance.
- Provide training to managers and workers on minimum Code of Conduct issues on an annual basis.
- Clear internal communication processes for workers.

- Assign means of feedback and denunciation such as: suggestion box, telephone line among others, for workers and third parties. Expressing any breach of this code. Any comment or complaint can be anonymous if the issuer prefers.
- Determine periodic internal reviews of its practices to validate compliance with the code.
- Identify nonconformities, execute corrective actions and necessary measures to eliminate them.

### **Hotline with Foxconn Baja California**

Any breach of the above may also be contacted by the different means of attention of Foxconn Baja California S.A de C.V: Suggestion mailbox located within the halls of Foxconn Baja California, Blue Line; Attention to complaints and suggestions 664-627 7171 or online in the following link

<http://fbc-compliance-file.com/Grievance/Grievance>

Any comments or complaints can be made anonymously if the issuer prefers.

### **Consequences of not complying with what is mentioned in the code:**

The supplier undertakes to carry out practices for continuous improvement covering what is mentioned in the code or local laws or activity if these represent a best practice. If there is a violation of these good practices, Foxconn Baja California may consider immediate sanctions such as the cancellation of purchase orders, contracts or restrictions on future business. Foxconn Baja California may decide to resume the relationship with the supplier if an Audit is satisfactorily completed.

## 8. Statement

**Foxconn Baja California S.A de C.V**  
**STATEMENT OF DIRECTOR, EMPLOYEE OR THIRD PARTY**

To the Legal Representative of Foxconn Baja California S.A de C.V.:

I have read, understand and accept the principles and rules of conduct contained in the Code of Conduct of suppliers of Foxconn Baja California S.A de C.V which I undertake to comply with. To this statement I acknowledge that I have been informed and delivered the Code of Conduct and Ethics in Business.

I understand that such declaration and agreement does not constitute or give rise to a contract of employment.

Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once this declaration has been completed and signed, it must be sent to Foxconn Baja California.

**Foxconn Baja California S.A de C.V**  
**Laguna Mainar No. 5520, El Lago**  
**Tijuana Baja California México C.P. 22210**  
**R.F.C. STE-961001-959**

## 11. Assessment



Code of conduct and ethics in business

Course Evaluation

me: \_\_\_\_\_

No. Employee

Instructions: Underline the correct answer

1. What is a Code of Conduct and Ethics in Business?
  - a) Government laws.
  - b) Guide to carry out the activities in the operation.
  - c) Set of values, principles and standards to guide decision making.
2. Who is required to comply with the Code of Business Conduct and Ethics?
  - a) Community.
  - b) Employees, FBC Directors, Suppliers, Visitors, Contractors
  - c) Only those responsible
3. What are the means of feedback and complaint?
  - a) Suggestion box in hallways, Online, Telephone call.
  - b) In- person only.
  - c) FBC Portal.
4. Examples of quality of life conditions:
  - a) Surveillance of safety regulations, Increase in vehicular traffic
  - b) Formal Acceptance of Human Rights, No discrimination and No forced labor.
  - c) Cultural diversity, Economic inequality.
5. It is important to report risk conditions to the Foxconn BC emergency line
  - a) 664 627 7911
  - b) 664 627 7171
  - c) 664 627 1919
6. Mention the two recognized standards for environmental protection?
  - a) ISO9001 and IATF
  - b) ISO14001 and EMAS
  - c) ISO14001 and NOM035
7. Foxconn BC is committed to protecting the environment, controlling chemicals used in realization of our products.
  - a) True
  - b) False
8. Foxconn BC is committed to preventing, safeguarding and acting in any case that threatens the integrity of our collaborators.
  - a) True
  - b) Fals
9. Some examples of Business Conduct Policies are:
  - a) Free movement policy and association dependency policy
  - b) Harassment and harassment policy and Interrelation Policy
  - c) Freedom of association policy and free movement policy
10. It is everyone's obligation to report any non-compliance with the code, policies or regulations
  - a) True
  - b) False



