

## **Vivotek Human Rights Policy**

Vivotek believes that human rights are fundamental rights, freedoms, and standards of treatment to which all people are entitled. Respect for human rights is rooted in our values and applies wherever we do business. We support and follow the United Nations (UN) Global Compact, the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, the Organization for Economic Co-operation and Development Guidelines for Multinational Enterprises, Social Accountability Standards, the Code of Conduct of Responsible Business Alliance(RBA), and the laws of the countries in which we operate. The scope of the policy applies to all employees, subsidiaries, business partners, suppliers, and contractors of Vivotek.

### **Our Principles**

#### **Diversity and Anti-discrimination**

The makeup of our staff is large and diversified. We respect the diversity of our Board of Directors, workforce, and the versatility of our value chain. We do not tolerate discrimination and strictly forbid any discrimination against any employee based on ethnicity, nationality, region or social class, origin, lineage, religion, disability, gender, sexual orientation, pregnancy, family responsibilities, marital status, group membership, political affiliation, age, or other status protected by the local laws or laws of other countries.

#### **Working Hours, Wages and Benefits**

All employment must be in full compliance with all applicable laws and apply international standards where laws are less stringent, including working hours, overtime hours, minimum wage, overtime pay, and legally mandated benefits.

#### **Freely Chosen Employment**

Employees have the rights to terminate the employment contract in accordance with local laws or the reasonable notice period as agreed upon in the contract.

#### **Prevention of Forced Labor and Human Trafficking**

We require ourselves, third party employment agencies, suppliers and our business partners to ensure that all works are freely chosen. As an employer and global corporate citizen, we do not accept any type of forced labor, slavery, or human trafficking. These include the transportation,

transfer, harboring, recruitment, or employment of persons by means of threat, force, coercion, abduction, fraud, or payments to anyone for the purpose of control.

#### Child Labor and Young Workers

We prohibit the employment of child labor. We support the elimination of improper and illegal business transactions related to child labor and operate in accordance with relevant legal requirements and ethics. The term “child” refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime.

#### Humane Treatment

We are committed to treating our employees humanely and do not allow any form of violence or harassment in the workplace. This includes sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, verbal abuse of workers, or threat of any such treatment.

#### Freedom of Religious Belief

We respect all kinds of religious beliefs. We provide tolerance, encouragement, and flexible work arrangements at appropriate times during religious activities. Also, we ensure that employees don't face any difficulties or discriminations when they participate in any religious activities.

#### Freedom of Association

We recognize that all employees in many of our operation locations have lawful rights to associate with others, form, and join, or refrain from joining organizations of their choice, and bargain collectively. We support freedom of expression and are committed to creating an environment where employees can share their concerns or suggestions freely without interference, discrimination, retaliation, or harassment

#### Workplace Health and Safety

We commit to providing all workers with a clean, healthy and safe working environment. We maintain an occupational health and safety management system to achieve greater protection, where appropriate. It is our policy to comply with applicable regulatory requirements, reduce health and safety risks, and strive to achieve zero injury and incidents.

### Ethics

We request that all Vivotek members should uphold the highest standards of business ethics, including, but not limited to, maintaining business integrity, using no improper advantage, anti-corruption, avoiding conflicts of interest, protecting intellectual property rights, anti-trust, and assuring conflict minerals in products are from responsible sources.

### Value Chain Responsibility

We expect all suppliers to uphold the same business mission and follow the requirements of Vivotek's sustainability and Integrity Commitment Letter and Supplier Code of Conduct. The supplier needs to follow the above requirements, implement it in an effective manner, and sign the commitment letter. Suppliers shall pursue actions to identify, monitor, and mitigate any adverse impact along the value chain.

### Policy Compliance

The Vivotek Human Right Policy is governed by a procedure that demands full compliance. Compliance with this policy will be reported to the Board of Directors annually. Related practices include self-assessment sheets and audits.-Grievance and remedy processes will take place on a continuous basis. Concerns from employees, partners, suppliers, and contractors can be communicated through various channels anonymously. Appropriate documents and records should be maintained to ensure compliance. To ensure the effectiveness of the policy, principles are reviewed annually and updated as needed. Training will be provided accordingly to employees and relevant stakeholders

### Grievance and Remedy Processes

We have put in place a formal grievance channel to enable anyone, including employees, Vivote's suppliers, and other external stakeholders, to report human rights concerns.

[GRIEVANCE@vivotek.com](mailto:GRIEVANCE@vivotek.com) was set up to investigate violations and to take actions to reduce negative human rights impacts based on policies and regulations in each region.