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## Sustainable Procurement Policy

June 08<sup>th</sup> 2023

Assess Group, (hereinafter: 'ASSESS', 'the company', 'us', 'we' or 'our') is providing exclusive bicycle and wheelchair hubs and other accessories, and is a professional leader engaging in the integration with research & development, design, manufacture, assembly, mechanism, customer maintenance service, and after-sales service. we aim to promote supply chain stability while providing our customers with high-quality products and services. The company formulates relevant procurement policies and requires our suppliers to comply, and also expect our suppliers to share our related policies, as set out in our Responsible Sourcing Principles, The policies including:

### **The Policy 1: The safety, health and environment protection:**

The company upholds social responsibility and reduces the pollution caused by the process of products, services and activities, striving to establish a better and safer working environment. We promise to:

Follow local code of safety, health and environmental protection. Also, keep concerning on international topics of safety, health and environmental protection.

Advocate the occupation, safety, health & environment management systems, implement relevant risk assessments, review improvement results, and enhance management performance.

Aggressively improve process, control the pollutant, advocate the process to reduce waste and conduct energy-saving, so as to reduce any environmental impact and risks.

Implement each of safety, health and environmental protection training, establish employees' awareness of preventive concepts against occupational disasters and pollution.

Establish a safe and healthy workplace circumstance; promote health management and the advance activities to balance the physical and mental health of employees.

Sustain employees' queries and involve the safety health and environmental protection issues, encourage all to dig out the harmfulness, risk and improvement to get the good reaction and protection.

Establish good communication between suppliers, subcontractor and other interested parties, and deliver the company's policy to achieve sustainable management.

### **The Policy 2: RBA (RBA Code of Conduct) standard**

The suppliers should follow the RBA standard, abides by relevant international regulations and supports and respects international labor rights norms.

Child labor is not to be used in any stage of manufacturing. The term "child" refers to any person under the age of 15.

There shall be no unreasonable restrictions on workers' freedom. Forced, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted.

Provide a safe and healthy work environment and to ensure and solve health and safety issues in the workplace.

Implement labor-management cooperation and respect employees' opinions.

Participants should be committed to a workplace free of harassment and unlawful discrimination.

Participants are committed to uphold the human rights of workers, and to treat them with dignity and



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respect as understood by the international community.

Working hours are not to exceed the maximum set by local law, and the worker should have a reasonable working time and day off.

Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits.

Respect the right of all workers to form and join trade unions of their own choosing.

Adhere to the Universal Code of Corporate Ethics.

The RBA guidelines, please refer to the announcement on the official website:

<https://www.responsiblebusiness.org/code-of-conduct/>

## **The Policy 3: The Integrity Management Policy**

The company engages in business activities based on the fairness, honesty, trustworthiness and transparency. The company has formulated the "Integrity Management Code" and education of integrity management for all colleagues, and implemented the integrity management policy to actively prevent dishonest behavior. The company will avoid a transactions and business dealings with agents, suppliers or other business partners involved in dishonest conduct. If it is found that the business dealings or partners have dishonest behavior, the company should immediately stop all of the business activities, in order to implement the company's integrity management policy;

## **The Policy 4: Information Security Policy**

Proprietary Information Protection (PIP) is the cornerstone of trust and cooperation. The company actively deepens the information security and confidential information protection mechanism, and requires our suppliers to jointly adhere to this principle in cooperation. The company's information security management, including relevant personnel, management systems, applications, data, documents, media storage, hardware equipment, and network facilities for information operations at each location of the company. In recent years, the company has actively strengthened the company's overall information structure, and specifically carried out a number of information security enhancement projects, including:

Strengthen internal and external network security

Strengthen Endpoint Security

Data Leakage Protection

Email Security

Enhance IT Infrastructure。

To prevent the information system from being improperly used or deliberately damaged by internal or external personnel, or when it has suffered an emergency such as improper use or deliberate destruction, the company can respond quickly and resume normal operation in the shortest time to reduce the possible economic damage and operational interruption caused by the accident.

## **The Policy 5: Conflict Minerals**

Company shall bear its social responsibility, respect the human rights, in purchasing policy not support and use from conflict metals, and pay close attention to conflict minerals issues continuously, and make efforts to examine its supply chain with diligence to assure the metals sources of, including, gold (Au), tin



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(Sn), tantalum (Ta), all of the parts are not sourced from mines derived from conflict metals in the Democratic Republic of the Congo or neighboring countries. Your company sub-suppliers are also required to comply with the ASSESS conflict metals policy.

## The Policy 6: Irregular Business Conduct Reporting

Integrity is the most important core value of ASSESS's culture. ASSESS is committed to act ethically in all aspects of our business, and will not condone any form of corruption and fraud. If you find or suspect any unethical conduct or breach of ASSESS's ethical standards by a ASSESS employee or anyone representing ASSESS, please contact us by sending mail to sales@assess-hubs.com. Your report will be directly forwarded to dedicated unit of ASSESS.

Unless otherwise provided by laws, ASSESS will maintain the confidentiality of your personal information and protect your identity under strict protection measures.

Reminder:

ASSESS may use your personal information, including name, telephone number and email address, to facilitate investigation. If necessary, ASSESS may share your personal information with relevant essential personnel.

You may not act maliciously or knowingly and willfully make a false statement. You shall assume liability for the allegations that prove to have been made maliciously or knowingly to be false.

To promptly act to investigate and/or resolve the issue, please provide as much detailed information and documents as possible. Please note that if the information or documents are insufficient, the investigation may be hampered.

You may not disclose any or part of information provided by ASSESS, or you shall bear all legal responsibilities.

General Manager Tony Hsiao

Company's name:

Stamp&Signature:

Date: