



CSR Policy

Corporate Social Responsibility

Adder Technology Limited

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Introduction

Adder Technology is a leading designer and manufacturer of KVM network infrastructure hardware and software. We are committed to providing a safe, rewarding and challenging working environment for our staff as well as contributing to the enhancement and improvement of the environment in which we operate.

Adder Technology aims to achieve this by the implementation of relevant policies and processes covering our environment, supply chain and operating facilities. This includes policies for;

- Supply chain working conditions,
- Environmental management, (See separate policy)
- Health and Safety, (See separate policy)
- Anti corruption and bribery (See separate Policy)
- Code of Conduct for employees. (See Employee Handbook)

These policies are underpinned by objectives and performance measures which are regularly reviewed by the company management.

Copies of these policies are freely available to interested parties and are available to all employees on the company Intranet.

For further information in relation to any aspect of these policies please contact:

Quality & Compliance @ Adder Technology Ltd.

Supply chain working conditions.

Adder is committed to ensuring its products are manufactured in conditions that ensure the well being of those involved in its production and preclude the use exploitative or discriminatory practices. To this end Adder has published the below Supply Chain code of conduct which it expects all suppliers to adhere to and which are regularly reviewed and monitored. All suppliers are required to agree to this code by completion of the declaration form in appendix A

The code of conduct is underpinned by the following core principles;

Employment is freely chosen

- No forced, bonded or prison labour
- No deposits or personal identification documents are retained, employees are free to leave after reasonable notice.

Working hours are not excessive

- Working hours must comply with national laws
- Basic working hours should be no more than a maximum of 48 per week
- Overtime shall be voluntary
- Total working hours shall not exceed 60 hours unless
 - o Allowed by law
 - o Agreed by the workers or organisation representing them
 - o Is necessary to manage short term seasonal demand peaks.
- Workers shall have at least 1 day off in every 7-day consecutive working period or where permitted 2 in every 14 days.

Working conditions are safe

- Working environments shall comply with all applicable Health, Safety and Environmental regulations
- Employees shall receive regular and recorded Health and Safety training
- Access to sanitary toilet facilities and potable water shall be provided.
- Accommodation, where provided shall be clean and safe.

Employment is regular

- Employment must be on the basis of recognised local employment relationship laws
- Obligations to employees stipulated in national employment legislation must not be avoided via the use of home workers, excessive subcontracting or through apprentice schemes with no intent to impart skills.

Freedom of association and collective bargaining is permitted.

- Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively where permitted under local law.
- The employer adopts an open attitude towards the activities of trade unions and their organisational activities
- Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace
- Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Living wages are paid

- Wages and benefits paid for a standard working week meet, at a minimum, national legal standards
- All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid
- Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Child Labour is forbidden

- Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- Children under the age of 16 shall not be employed on a full time basis. In no circumstances must full time employment be granted to a child of mandatory school age.
- This does not preclude the provision of government approved work experience or internships.
- Where person under the age of 18 or 16 are engaged in the work place, special consideration for any additional health and safety measures shall be understood by all employees involved in their employment.

No discrimination is allowed

- There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation

No harsh or inhumane treatment is permitted.

- Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited



APPENDIX A

SUPPLIER CSR POLICY COMPLIANCE STATEMENT

I/we [*insert company name*] confirm that I/we have read Adder Technology Ltd's CSR policy and supply chain working conditions requirements dated 3rd September 2018.

I/we confirm that we will abide by the 9 core principals and further will provide to Adder Technology on request, evidence of such compliance via either audit reports or other suitable evidence.

I/we confirm that if required, Adder Technology Ltd may arrange for a site visit/audit to be conducted by Adder Technology's nominated personnel or third party to validate our compliance to the 9 core principals.

Name : _____ Date: _____

Position: _____

Place: _____

Please provide details below of any CSR accreditations held;

Company Name : _____

Address: _____

Standard: _____ (e.g ECTI/SMETA/SA8000)

Certificate No: _____

Certification provider: _____