

## Code of Conduct (Last Updated: July 2018)

The following Code of Conduct shall apply to Kemet Group Companies

### Article 1

- a. Employers shall promote equality of opportunity and treatment in employment and eliminate any discrimination based on race, color, sex, religion, political opinion, nationality or social origin in hiring and employment privileges, such as promotions and rewards.
- b. Employers shall not use detailed questionnaires intruding into the private life of potential employees, psychological tests or pregnancy tests as part of the recruitment process.
- c. Qualifications, skills and experience shall be the basis for recruitment, placement and advancement of staff. Employers shall inform in writing their employees of the terms and conditions of employment.

### Article 2

- a. Child labour is prohibited. Employers shall not hire employees younger than 15 or younger than the age of completion of compulsory schooling.
- b. The employment of adolescents between the age of 15 and 18 will be strictly regulated through provisions on the employer's obligations, types of employment, working hours, night work, rest periods, and leaves. Adolescent workers shall be protected from any work that could be hazardous of their well-being and future development.

### Article 3

- a. Employers shall pledge not to use forced or compulsory labour, whether in the form of bonded labour, labour trafficking, or indentured labour. Employees shall be treated with respect and dignity.
- b. Workers shall not be required to hand over identification documents, travel documents, including passports, or work permits as a condition of employment.

### Article 4

- a. Employers shall not engage in torture, forced disappearances, enslavement, and other international crimes against humanity.
- b. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse, corporal punishments or threat of abuse or other harassment or intimidation.

## Article 5

- a. Employers shall provide a safe and healthy working environment to prevent accidents and injuries arising out of, linked with or occurring in the course of work or as a result of the operation of employers' facilities.
- b. Employers shall inform their employees of any special hazards and related protective measures linked to particular products or processes of production. To this end, employers shall cooperate with health authorities in the country and workers organizations to establish safety and health policies within the corporation.

## Article 6

- a. Employers shall pay employees at least the minimum wage required by the local laws and provide legally mandated benefits. Remuneration should ensure an adequate standard of living for employees and their families.
- b. Deductions from wages for disciplinary measures shall not be permitted.
- c. Deductions from wages in the form of recruitment fees shall be prohibited.
- d. Employees shall be entitled to a reasonable limitation of working hours, rest and leisure and periodic paid holidays.
- e. Employees shall not be forced to work overtime hours and shall be compensated for overtime hours.

## Article 7

- a. Women shall be guaranteed conditions of work not inferior to those enjoyed by men, with equal pay for equal work.
- b. Workers who take maternity leaves shall not face dismissal or threat of dismissal, loss of seniority or deduction of wages. After the maternity leave period, workers shall be able to return to their former employment at the same salary rate and benefits.

## **Article 8**

- a. Workers shall have the right to assembly and association, including the right to form and join trade unions without distinctions, previous authorization, or interference, for the protection of their employment interests and for collective bargaining purposes. Workers shall enjoy protection against any act of anti-union discrimination.
- b. Collective agreements shall include provisions for the settlement of disputes arising from their interpretation and application and for ensuring mutually respected rights and responsibilities. Consultations between employers' and workers' representatives on matters of mutual concern shall take place on a regular basis.
- c. Workers, either acting individually or collectively shall have the right to submit work-related grievances without suffering any discrimination whatsoever as a result of it, and to have such grievances examined pursuant to an appropriate procedure.

## **Article 9**

Workers shall have the right to change employment. Employers shall not unreasonably withhold releases that may be required by law.

## **Article 10**

Employers shall respect the private and family life of their employees. Employers shall not intrude into the privacy of their employees.