



Supplier Code of Conduct

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I. **Introduction**

Welcome to the Code of Conduct for Premier Automation LLC. This document outlines the principles and standards we expect all our suppliers to adhere to while conducting business related to Premier Automation LLC. Our commitment to integrity, fairness, and responsibility must be mirrored in the actions and policies of our suppliers to maintain a sustainable and ethical supply chain.

This Code of Conduct aims to ensure that our business operations align with our organizational values and comply with all applicable laws and regulations. Adherence to the Code of Conduct is mandatory for all suppliers who wish to establish and maintain a business relationship with Premier Automation LLC. Non-compliance may result in a re-evaluation of our partnership and potential termination of contracts.

II. **Compliance with Laws and Regulations**

All suppliers must comply fully with all local, national, and international laws applicable to their business operations in the countries where they operate. This includes, but is not limited to:

- **Anti-Bribery and Corruption:** Suppliers must not engage in any form of bribery, corruption, extortion, or embezzlement. Any and all business dealings must be transparent and accurately recorded. Offering, paying, or accepting bribes or kickbacks is strictly prohibited.
- **Fair Competition:** Suppliers must conduct their business in full compliance with all applicable antitrust and fair competition laws.
- **Conflicts of interest:** Suppliers must disclose any actual or potential conflicts of interest to Premier Automation LLC immediately. This includes any financial interests or personal relationship with a Premier Automation LLC employee.
- **Accurate Records:** Suppliers must maintain accurate financial books and business records in accordance with all applicable laws and accepted accounting principles.
- **Gifts and Entertainment:** Suppliers must not offer or accept gifts, hospitality, or entertainment to or from Premier Automation LLC employees that could be seen as an improper attempt to influence a business decision. Any business courtesy must be modest and consistent with all applicable laws.

III. **Ethical Practices**

Ethical behavior is the cornerstone of a successful business relationship. Suppliers are expected to demonstrate a commitment to ethical operations in their business dealings. Specifically:

- **Freely Chosen Employment:** Suppliers must not use forced, bonded (including debt bonded), indentured, or involuntary prison labor. All work must be voluntary, and workers shall be free to leave work or terminate their employment with reasonable notice.
- **No Child Labor:** Suppliers must not use child labor. The term “child” refers to any person under the age of 15, under the age for completing compulsory education, or under the minimum age for employment in that country, whichever is greatest. Workers under the age of 18 must not perform hazardous work.
- **Humane Treatment:** Suppliers must provide a workplace free of any harsh or inhumane treatment. This includes, but is not limited to sexual harassment, psychological or verbal abuse, corporal punishment, or any form of intimidation.
- **Wages and Benefits:** Suppliers must pay workers at least the minimum wage required by local law and provide all legally mandated benefits. All overtime must be voluntary and paid at the legally required premium rate.
- **Working Hours:** Working hours must comply with all applicable laws. A standard workweek should not exceed 48 hours, and suppliers must provide at least one day off for every seven-day period.
- **Non-Discrimination and Harassment:** Suppliers must provide a workplace free of harassment and unlawful discrimination. Suppliers shall not discriminate in hiring and employment practices based on race, color, religion, gender, sexual orientation, age, national origin, disability, or any other protected characteristic.
- **Freedom of Association:** Suppliers must respect the right of workers to form and join (or not join) trade unions and to bargain collectively, as permitted by local law.
- **Conflict Minerals:** Suppliers must have a policy and due diligence process to ensure that the Tantalum, Tin, Tungsten, and Gold (3TG) used in the products they provide are sourced in a way that is “DRC conflict-free,” meaning they do not finance, or benefit armed groups in the Democratic Republic of Congo or adjoining countries.
- **Supply Chain Transparency:** Suppliers are expected to exercise due diligence on the source and chain of custody of all materials in their products, in line with OECD Due Diligence Guidance. Upon request, suppliers must provide Premier Automation LLC with information on the source of 3TG or other minerals of concern and cooperate with any due diligence efforts.

IV. Health and Safety

Suppliers must provide a safe and healthy work environment for all of their employees in compliance with all applicable laws and regulations related to workplace conditions.

- **Occupational Safety:** Suppliers must proactively manage health and safety risks. This includes providing appropriate personal protective equipment (PPE), safety training, and access to clean drinking water and sanitary facilities.
- **Emergency Preparedness:** Suppliers must identify potential emergency situations and have plans in place for evacuation, fire safety, and first aid.
- **Workplace Environment:** All facilities must be clean, safe, and structurally sound, with adequate lighting and ventilation.

V. Environmental Stewardship

Premier Automation LLC is committed to sustainability and expects its suppliers to share this commitment. Key environmental responsibilities include:

- **Environmental Compliance:** Suppliers must comply with all applicable environmental laws, including those related to hazardous materials, waste, disposal, air emissions, and water discharge.
- **Waste Management:** Suppliers must strive to reduce waste and manage all waste generated from the operations in a responsible manner.
- **Resource Efficiency:** We encourage suppliers to conserve natural resources including water and energy, and to look for opportunities to improve efficiency.

VI. Protection of Information

Protecting information is fundamental to our business relationship. We expect suppliers to maintain the confidentiality of all non-public information encountered during their engagement with Premier Automation LLC.

- **Confidential Information:** Suppliers must protect all confidential information belonging to Premier Automation LLC and its customers. This information must not be used for any purpose other than the business purpose for which it was disclosed.
- **Data Privacy:** Suppliers must comply with all applicable data privacy and security laws when processing personal information on behalf of Premier Automation LLC, its employees, or its customers.

- **Intellectual Property:** Suppliers must respect and protect the intellectual property rights of Premier Automation LLC and its customers. Any transfer of technology or proprietary information must be done in a manner that protects these rights from misuse or unauthorized disclosure.

VII. Compliance and Reporting

To ensure these standards are met, we require a commitment to transparency and accountability from our suppliers.

- **Communication:** Suppliers are responsible for communicating the principles of this Code of Conduct to their employees and their own suppliers.
- **Monitoring and Audits:** Premier Automation LLC reserves the right to verify compliance with this Code through audits, inspections, or self-assessments. Suppliers must cooperate fully with any such verification.
- **Reporting Violations:** Suppliers are encouraged to report any concerns or suspected violations to this Code of Conduct to Premier Automation LLC via email to quality@premierautomation.com.
- **Whistleblower Protection and Non-Retaliation:** Suppliers must maintain a process to ensure the confidentiality and protection of any person who makes a good faith report of a violation. Suppliers are strictly prohibited from retaliating against any individual (including their own employees) who reports a concern or cooperates with an investigation.

VIII. Consequences of Violation

Failure to comply with this Code of Conduct may jeopardize a supplier's business relationship with Premier Automation LLC, up to and including termination of all agreements.