



Apple Supplier Code of Conduct and Supplier Responsibility Standards

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Apple Supplier Code of Conduct

Apple is committed to upholding internationally recognized human rights, environmental stewardship, and business integrity in our own business and operations. Our deep commitment to respecting human rights is stated in our [Human Rights Policy](#). Our environmental commitments are detailed in our [environmental reports](#).

Apple requires every third party that works with or on behalf of, or otherwise contracts with, Apple to conduct business ethically, honestly, and in full compliance with Applicable Laws and Regulations, and operate in accordance with the principles and applicable requirements in this Apple Supplier Code of Conduct¹ (“Code”) in their operations and/or facilities when doing business with Apple. This Code applies to these third parties, their subsidiaries and affiliates, as well as any subcontractors and sub-tier suppliers (each a “Supplier”) directly or indirectly providing goods or services to Apple or otherwise for use in or with Apple products and services. This includes Supplier’s full, part-time, and temporary employees, employed directly or via a third party (“Workers”).

The Code is based on internationally recognized leading standards on human rights, environment, and ethical conduct, including the United Nations Guiding Principles on Business and Human Rights (“UNGPs”), the OECD Guidelines for Multinational Enterprises (“OECD Guidelines”), and the International Labour Organization’s Declaration on Fundamental Principles and Rights at Work. For more information on industry or standards this Code is derived from, see the References section below.

Everywhere we operate, we seek to conduct business in compliance with applicable laws and in accordance with our commitment to respect internationally recognized human rights. When faced with conflicting requirements, in keeping with the UNGPs, we seek to comply with applicable law and also seek ways to honor our commitment to respect principles of internationally recognized human rights.

Apple reserves the right to determine which provisions apply and audit a Supplier’s compliance with this Code, and any violations of this Code may jeopardize a Supplier’s relationship with Apple up to and including termination.

Apple maintains detailed standards (“Standards”) that further define our expectations for compliance with this Code to the extent applicable to Suppliers’ operation. For the avoidance of doubt, Apple reserves the right to apply the Standards to any Supplier and to assess Supplier’s compliance with the Standards.

¹ This Apple Supplier Code of Conduct, as may be amended from time to time, is meant to incorporate all references to “Code of Conduct” in contractual or other agreements with Apple.



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Our Expectations

Under the due diligence processes set out in the UNGPs¹, and aligned with the international norms and standards contained in References section below, Supplier is expected to adopt policies embedding responsible human rights, environmental, and ethical business conduct and conduct risk-based due diligence across their operations and facilities.

Further, Apple requires Supplier to have detailed systems in place for the effective management of the specific items below.

1. Labor and Human Rights

Supplier shall comply with the requirements below.

1.1 Anti-Discrimination

Supplier shall not discriminate against any Worker based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by applicable national or local law, in hiring and other employment practices such as applications for employment, promotions, rewards, access to training, job assignments, wages, benefits, discipline, termination, and retirement. Supplier shall not require Workers or potential Workers to undergo medical tests that could be used in a discriminatory way, except where required by applicable laws or regulations or Prudent for Workplace Safety.

1.2 Anti-Harassment and Abuse

Supplier shall commit to a workplace free of Harassment, violence, and abuse. Supplier shall not threaten or subject Workers to harsh or inhumane treatment, including but not limited to verbal abuse and Harassment, Psychological Harassment, mental and physical coercion, and Sexual Harassment and abuse. We also require third parties with whom we work to be respectful and professional in their interactions with Apple employees, and Apple expects the same of its employees when interacting with Supplier.

1.3 Prevention of Forced Labor and Human Trafficking

Supplier shall ensure that all labor is voluntary. Involuntary labor includes the transportation, harboring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of their exploitation. Supplier shall not traffic persons or use any form of slave, forced, bonded, indentured, or prison labor.

Supplier shall not withhold Workers' government-issued identification and travel documents. Supplier shall ensure that Workers' contracts clearly convey the conditions of employment in a language understood by the Workers. Supplier shall not impose unreasonable restrictions on movement within the workplace or upon entering or exiting company-provided facilities.

Workers shall not be required to pay employers' or their agents' recruitment fees or other similar fees to obtain their employment. If such fees are found to have been paid by Workers, such fees shall be repaid to the Worker.

1.4 Third Party Employment Agencies

Supplier shall ensure that any Third Party Employment Agency that it uses complies with this Code and all applicable laws.

1.5 Prohibitions on Child Labor and Juvenile Worker Protection

Supplier shall not use child or underage labor. "Child or underage" means any person under 16 years of age, or under the applicable minimum legal age for employment, or under the applicable age for completion of compulsory education, whichever is highest.

¹ For more detailed information on the UNGPs framework, see the References section below.



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Supplier may employ juveniles who are 16 years of age but are younger than 18 years of age, provided they do not perform work that might jeopardize their health, safety, or morals, consistent with ILO Minimum Age Convention No. 138. Juvenile Workers shall not work overtime or perform Nighttime Work.

Supplier may provide legitimate workplace apprenticeship programs, for any person 16 years of age or above, for educational benefit that are consistent with Article 6 of ILO Minimum Age Convention No. 138 or light work consistent with Article 7 of ILO Minimum Age Convention No. 138.¹

1.6 Working Hours

Supplier shall follow all Applicable Laws and Regulations with respect to working hours and Days of Rest, and all overtime must be voluntary. With the exception of certain Workers providing professional services, or where the work is performed in an Emergency or Unusual Situation, a workweek shall not exceed 60 hours including overtime, or the maximum set by local law, and Workers shall have at least 1 day off every 7 days.

1.7 Wages and Benefits

Supplier shall pay at least the minimum wage and provide any benefits required by applicable law or employment contract. Supplier shall communicate pay structure and pay periods to all Workers. Supplier shall meet all legal requirements relating to wages and benefits, including but not limited to paying all wages owed in a timely manner, and paying compensation for any overtime required by law. Supplier shall not use wage deductions as a disciplinary measure.

1.8 Freedom of Association and Collective Bargaining

Supplier shall respect Workers' legally protected rights to form and join labor organizations of their choice, to act in concert with others for matters related to ages and working conditions, to bargain collectively through representatives of their choosing, and to refrain from engaging in any of those activities, without interference, discrimination, retaliation, or Harassment.

Where Applicable Laws and Regulations substantially restrict freedom of association, Supplier shall allow alternative means for Workers to individually and collectively engage with Supplier, including processes for Workers to express their Grievances and protect their rights regarding working conditions and terms of employment.

2. Health and Safety

Supplier shall comply with all health and safety regulations, and comply with the requirements below, as applicable. Apple reserves the right to determine to what extent these requirements apply.

2.1 Safe Workplace

Supplier shall provide and maintain a safe workplace and integrate sound health and safety management practices into its business, including cascading these expectations through its supply chain. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions.

2.2 Health and Safety Permits

Supplier shall obtain, keep current, and comply with all required health and safety regulations and obtain and keep current all permits.

2.3 Occupational Health and Safety Management

Supplier shall identify, evaluate, and manage occupational health and safety hazards through a prioritized process of hazard elimination, substitution, engineering controls, administrative controls, and/or personal protective equipment ("PPE").

2.4 Emergency Preparedness and Response

Supplier shall identify and assess potential emergency situations. For each situation, Supplier shall develop and implement emergency plans and response procedures that will minimize harm to life, environment, and property.

2.5 Incident Management

Supplier shall have a system for Workers to report health and safety incidents and Near-Misses, as well as a system to investigate, track, and manage such reports. Supplier shall implement corrective action plans to mitigate risks, provide necessary medical treatment, and facilitate Workers' return to work.

2.6 Working and Living Conditions

Supplier shall provide Workers with accessible and clean toilet facilities, as well as potable water. Supplier-provided dining, food preparation, and storage facilities shall be sanitary.



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Worker dormitories provided by Supplier or a third party on Supplier’s behalf shall be clean, safe, and provide reasonable living space.

2.7 Health and Safety Communication

Supplier shall provide Workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.

3. Nature, Climate, and Environment

At Apple, climate change and other environmental considerations are an integral part of our business practices. We expect Suppliers to demonstrate the same commitment by reducing or eliminating waste and implementing conservation measures as appropriate. *Detailed information about Apple’s practices can be found at www.apple.com/environment.* Supplier shall develop, implement, and maintain environmentally responsible business practices, and comply with the requirements below, as applicable. Apple reserves the right to determine whether these requirements apply.

3.1 Environmental Permits and Reporting

Supplier shall obtain, maintain, and comply with all required environmental permits and reporting requirements.

3.2 Regulated Substances

Supplier shall comply with [Apple’s Regulated Substances Specification](#) for all goods it manufactures for, or provides to, Apple.

3.3 Waste Management

Supplier shall implement a systematic approach to identify, manage, reduce, responsibly control disposal of, and minimize waste to landfills from its operations.

3.4 Water Management

Supplier shall implement a systematic approach to identify, control, and reduce wastewater produced by its operations. Supplier shall conduct routine monitoring of overall water performance, including water intake and performance of its wastewater treatment systems.

Supplier shall implement a systematic approach to prevent contamination of Stormwater runoff. Supplier shall prevent illegal discharges and spills from entering storm drains, the public water supply, or public bodies of water.

3.5 Air Emissions Management

Supplier shall identify, manage, reduce, and responsibly control air emissions emanating from its operations that pose a hazard to the environment. Supplier shall conduct routine monitoring of the performance of its air emission control systems.

3.6 Greenhouse Gas Emissions Management

Supplier shall identify, manage, reduce, and responsibly control Greenhouse Gas (“GHG”) emissions from its company-wide operations. Supplier shall maintain a company-wide GHG inventory in an electronic format that identifies facility-level GHG emissions from all facilities involved with Apple products and is available for review by Apple upon request.

Supplier shall identify and allocate GHG emissions from its company-wide operations related to Apple products, in accordance with one of the Apple-approved Emissions Allocation Methods, and assign such inventory as its Covered Carbon Footprint.

Supplier shall report its GHG emissions, targets, reductions, and progress with respect to its Covered Carbon Footprint to Apple annually and upon request by Apple.

4. Responsible Materials Sourcing

Supplier shall develop, implement, and maintain responsible materials sourcing practices, and comply with the requirements below, as applicable. Apple reserves the right to determine whether these requirements apply.

4.1 Materials Due Diligence

Supplier shall exercise due diligence on Relevant Materials in their Materials Supply Chain.

Due diligence shall be conducted in order to identify, assess, mitigate, and remediate any Salient Issues determined to be linked to Supplier’s sourcing of primary, recycled, and/ or renewable materials. This includes risks related to sourcing from areas associated with conflict, as well as child or underage labor, forced labor and human trafficking, gross human rights violations such as widespread sexual violence, or other reasonably objective high risk activities, including severe health and safety risks and severe negative environmental impacts.



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4.2 Materials Supply Chain Traceability

Supplier shall establish a system that enables Supplier to obtain complete traceability data including but not limited to transactional data for Materials Supply Chains down to the Origin. Supplier will receive additional material-specific requirements for certain Relevant Materials used in goods provided to Apple that outline expectations for Supplier’s traceability system.

5. Community and Rightsholder Engagement

Supplier shall comply with the engagement and Grievance management requirements as applicable. Apple reserves the right to determine whether these requirements apply.

5.1 Affected Stakeholder Engagement

Supplier shall demonstrate meaningful engagement with individuals or communities who may be impacted by Supplier’s own operations or those of its supply chain.

Supplier is expected to include affected stakeholders as part of the design and implementation of Supplier’s operations and shall continually engage affected stakeholders in order to address human rights and environmental risks in Suppliers’ operations and supply chain.

5.2 Worker Engagement and Grievance Management

Supplier shall implement systems to collect Workers’ feedback and identify Worker needs, including in relation to wages and benefits, workplace conditions, healthcare, living conditions, health and safety, environment, and education and training. Supplier shall ensure that Workers have effective means of reporting Grievances anonymously, and take appropriate actions to respond to Worker feedback and communicate regularly on the progress of the actions taken. Supplier shall also ensure that there is no retaliation for Workers who exercise this right.

5.3 Whistleblowing and Non-Retaliation

Supplier shall provide or participate in a process to ensure that individuals who may be adversely impacted by Supplier’s operations, or may have concerns about possible wrongdoing, can report such concerns in a safe, confidential and anonymous (where allowed by law) manner. Supplier shall protect whistleblower confidentiality. Supplier shall not retaliate and shall prohibit any form of retaliation in relation to good-faith reporting of violations of this Code.

Apple’s Global Whistleblowing Policy applies to individuals who have a business relationship with Apple and have concerns about possible wrongdoing that involves Apple,

and provides additional information about Apple’s approach to protecting and supporting individuals who report potential misconduct.

6. Business Conduct

Supplier is required to conduct business with the highest level of business integrity, and comply with the provisions below. Failure to comply may result in repercussions for Supplier, including fees under the Supplier Integrity Clause, and up to and including termination of the business relationship with Apple.

6.1 Business Integrity

6.1.1 Significant Personal Relationships

Personal relationships can present a real or perceived conflict of interest. Apple has strict policies in place regarding its employees doing business with individuals with whom they have a significant personal relationship, and Apple expects any such relationships to be disclosed. Apple views significant personal relationships to include spouses, domestic partners, family members, dating or physical relationships, close friends, and business relationships outside of Apple. Apple business relationships include but are not limited to vendors, customers, Suppliers, contractors, temporary agency workers, or similar relationships.

Suppliers are also required to disclose any significant personal relationship between a Worker and an Apple employee. Apple employees are not permitted to use their position at Apple to obtain favored treatment for a Supplier with whom they have a significant personal relationship, and Supplier is prohibited from seeking to benefit from such a relationship.

6.1.2 Insider Trading and Personal Investments

Suppliers who become aware of material nonpublic information regarding Apple or another company in connection with their work at Apple, should not buy or sell securities of Apple or such other company. Suppliers may also not use any intermediary, including family members, to trade, or make recommendations to buy or sell securities of Apple or another company. Determining whether information is “material” requires consideration of all relevant facts and circumstances. In general information may be material if it would likely be considered important by an investor who is deciding whether to buy or sell a security, or if the information is likely to have a significant impact on the market price of the security. Nonpublic information is information that has not been previously disclosed to the general public and is not otherwise available to the general public.



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Suppliers that have non-public information about a current or potential Apple business partner shall not invest in that company, regardless of whether the company is publicly traded or the information could have a material effect on the value of the company.

6.1.3 Political Expenditures

Supplier shall not directly earmark, allocate, or transfer funds provided by Apple as payment for Services to make political contributions, independent expenditures, or any other communications that directly or indirectly advocate on behalf of (or in opposition to) any candidate for elective public office, political party, or political committee.

6.1.4 Gifts

Supplier shall not offer any gifts, regardless of value, to Apple employees or anyone working on behalf of Apple that are meant to influence a decision or otherwise violate Apple's gifting policies. Apple's Business Conduct Policy also prohibits Apple employees from giving or accepting gifts in many situations. A gift is considered anything of value, including a meal, travel, entertainment (including tickets), Apple logo items, equipment (including loans), or discounts.

Supplier shall not provide a gift to a public employee or official on Apple's behalf or in connection with Apple's business without approval from Apple's Compliance or Legal team.

6.1.5 Anti-Corruption

Supplier shall not tolerate or engage in corruption, which can take many forms, including extortion, embezzlement, and bribery.

A bribe is offering or giving anything of value, including cash, cash equivalents, gifts, meals, travel and entertainment, to any person for the purpose of obtaining or retaining business, or securing an improper advantage. Kickbacks are a type of bribery and occur when a person is offered money or something of value in exchange for providing something to a third party. Apple also does not permit facilitating payments in relation to any Apple related business. Facilitating payments are a type of bribery and used to facilitate or expedite the performance of routine, non-discretionary government action.

For additional details please refer to [Apple's Anti-Corruption Policy](#).

6.1.6 Money Laundering

Supplier shall not engage or assist any individual or organization in concealing illicit funds or other suspicious activities. Supplier shall report suspicious activities in compliance with Applicable Laws and Regulations in the areas it operates.

6.1.7 Tax Evasion

Supplier shall pay all tax liabilities, and shall not assist or otherwise facilitate the nonpayment of tax liabilities of its third parties or related entities.

6.1.8 Competition and Trade Practices

Supplier must uphold fair business practices in advertising, sales, and competition. Supplier shall comply with any applicable competition laws and trade practices where they conduct business and operate. Engaging in price fixing or agreements with competitors to allocate customers is prohibited. Resellers of Apple products are free to determine their own pricing and should follow local law to ensure fair and accurate pricing.

6.2 Management Policies and Procedures

Supplier shall implement and maintain management policies and procedures that facilitate compliance with this Code and applicable laws, identify and mitigate related operational risks related to this Code, promptly address any concerns raised that fall under this Code, and facilitate continuous improvement. Apple may at any time request information on these policies and practices.

This includes the following:

- A company statement or policy on ethical business conduct and respect for human rights and the environment;
- Processes to identify, monitor, and comply with all applicable law, regulations, standards, and requirements;
- Risk assessment and management processes, including a human rights and environmental due diligence process to identify, prevent, and address risks related to this Code;
- Management representatives accountable for implementation;
- Training to Workers and Suppliers' own suppliers to comply with this Code and all Applicable Laws and Regulations;
- Processes to communicate information to Workers, Suppliers, and others about the Code, including setting written targets and objectives, making publicly available the efforts taken with respect to human rights and the environment;



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- Corrective action processes to participate and/or cooperate with Apple where relevant, in remediation of risks that Supplier caused, contributed to, or is directly or indirectly linked to and is proportionate to the risk; and
- A document and record keeping system.

6.3 Audits and Assessments

Supplier shall perform periodic evaluations of its facilities and/or operations, and the facilities and/or operations of its own suppliers that provide goods or services to or on behalf of Apple to ensure compliance with this Code and the law.

Supplier will permit Apple, or a third party designated by Apple, to periodically evaluate via audits or other verification methods Supplier's facilities and/or operations, and those of its own suppliers providing goods or services to or on behalf of Apple, to assess effective risk management systems and compliance with the applicable principles and requirements of this Code.

Supplier shall not have manufacturing operations in, recruit labor directly or indirectly from, or source materials, products, or services directly or indirectly from, regions where Apple and any designated third parties cannot access and conduct a comprehensive, independent evaluation of Supplier's compliance with this Code.

6.4 Disclosure of Information

Supplier shall accurately record information regarding its business activities, labor, health and safety, and environmental practices and shall disclose such information, without falsification or misrepresentation, to all appropriate parties and as required by law.

6.5 Privacy and Data Protection

Supplier shall comply with all privacy, data protection, and cybersecurity laws and regulations that are applicable to Apple or Supplier. *For additional information, see Apple's Privacy Policy at www.apple.com/privacy.*

6.6 Information Security

Supplier shall maintain a security program in accordance with Apple's Information Security and Data Privacy requirements as applicable, which is inclusive of technical and organizational measures to prevent misuse, compromise, loss, alteration or unauthorized disclosure, acquisition of, or access to, confidential, proprietary, personal, or other protected information.

6.7 Confidentiality

Supplier shall protect all Apple confidential information that they have access to. Suppliers must strictly abide by all non-disclosure agreements regarding the confidentiality of information. Suppliers must not comment or provide information on Apple business matters, including any programs, policies, or contract terms.

6.8 Protection of Intellectual Property

Supplier shall respect intellectual property rights of Apple and other Suppliers. Suppliers may not knowingly use the intellectual property of any Supplier without permission or legal right. Suppliers who provide contingent Workers to Apple must ensure that each Worker signs an Intellectual Property Agreement ("IPA") that outlines each Worker's duty to protect Apple confidential information.

6.9 Trade Restrictions and Sanctions

Supplier shall comply with all Applicable Laws and Regulations, including all applicable labor and human rights, import, export controls and sanctions laws and regulations. Without limiting this requirement Supplier shall not export, re-export, sell, resell, or transfer any customer data or any export-controlled commodity, technical data or software:

- In violation of any law, regulation, order, policy, or other limitation imposed by the United States (including the United States Export Administration Regulations) or any other government authority with jurisdiction;
- To any country for which an export license or other governmental approval is required at the time of export, without first obtaining all necessary licenses or equivalent;
- To entities or persons designated as sanctioned parties or added to other trade restrictions by the US and other countries or regions where Apple operates ("Restricted Parties"); or
- To entities that are 50% or more owned in the aggregate, directly or indirectly, or controlled, by one or more Restricted Party.

Supplier agrees to provide to Apple all documentation and other information reasonably necessary to support or confirm Company's compliance with this paragraph. Additionally, prior to Supplier providing any customer data, procurement records, or any export-controlled commodity, technical data or software to Apple that is subject to the United States Export Administration Regulation or any other applicable laws, Company shall notify Apple of this fact and not provide any such items to Apple. Supplier shall notify Apple of



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changes, if any, to classifications, export licenses, and any other determinations related to the services, deliverables, technical data, and software previously supplied to Apple in written format with supporting information and reason for such change.

To the extent that Supplier transports goods for Apple into the United States, Supplier shall comply with US Customs and Border Protection C-TPAT security procedures. To the extent that Supplier transports goods for Apple into countries other than the United States, Supplier shall comply with the local Trusted Trader requirements, as applicable. Supplier is expected to proactively and regularly consult current country risk information sources to determine whether goods or materials originate from or are transported through regions that require heightened due diligence.¹

For more information about Environment and Supply Chain Innovation and this Code, visit apple.com/supply-chain.

¹ Resources on Regions (Please note that this is not an exhaustive list and Suppliers should also refer to other available lists):

- Countries identified on the European Union list available at www.cahraslist.net/cahras
- Embargoed countries or regions as identified by the United States Department of Treasury Office of Foreign Assets Control. Suppliers are responsible for ensuring review of the latest available updates list ofac.treasury.gov/sanctions-programs-and-country-information. This list is subject to change.
- Any country or region defined by the United States Department of State as "conflict-affected" or "high risk".
- Known transit hubs of material from countries or regions identified per the above.



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References

This Code draws from industry and internationally accepted standards and principles including:

- United Nations Guiding Principles on Business and Human Rights (see summary below)
- Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises
- United Nations' International Bill of Human Rights
- International Labour Organization's Declaration on Fundamental Principles and Rights at Work
- Responsible Business Alliance (RBA) Code of Conduct
- ILO's Code of Practice in Safety and Health

United Nations Guiding Principles on Business and Human Rights

Under the UNGPs, businesses are expected to meet their responsibility to respect internationally recognized human rights across their own operations and business relationships. This includes respecting the rights of employees, contracted workers, and any individuals or communities who may be adversely impacted by the company's activities, products, services, or business relationships.

Businesses are expected to:

- Adopt a public policy commitment to respect human rights, endorsed at the highest level, embedded throughout the business, and based on the UN International Bill of Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work.
- Conduct ongoing human rights due diligence to identify, prevent, mitigate, and account for actual or potential adverse impacts. This includes assessing risks, integrating and acting on findings, tracking effectiveness, and communicating how impacts are addressed.
- Conduct environmental due diligence to identify and address environmental risks and impacts that may cause or contribute to adverse human rights impacts such as harms to health, water, food, or indigenous rights — through the same due diligence and remedy processes.
- Avoid causing or contributing to adverse human rights impacts, and seek to prevent or mitigate those directly linked to their operations, products, or services through business relationships, even where they have not contributed to the harm.

- Provide for or cooperate in the remediation of adverse human rights impacts they have caused or contributed to, through legitimate and rights-compatible processes.
- Establish and/or participate in effective grievance mechanisms accessible to individuals and communities who may be adversely affected. These mechanisms should meet the UNGPs' effectiveness criteria—being legitimate, predictable, accessible, equitable, transparent, rights-compatible, a source of continuous learning, and based on dialogue.
- Engage in regular, meaningful consultation with affected rightsholders and stakeholders, especially those who may face heightened risks, as part of impact assessment, mitigation, and remediation processes.
- Communicate externally on how impacts are managed, in a way that is accessible, of sufficient detail, and does not pose risk to vulnerable rightsholders and/or stakeholders.



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Apple Supplier Responsibility Standards

The following Standards (each a “Standard”; collectively, “Standards”) supplement the Apple Supplier Code of Conduct (“Code”) by providing additional clarity regarding Apple’s requirements, which may be applicable to all of Supplier’s operations and facilities.



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1. Company Statement

Supplier shall develop a company statement affirming its commitment to regulatory compliance, customer requirements, or any other standards, and to achieve continual improvement with regard to its social and environmental responsibilities. Supplier shall prominently post this statement in the language(s) understood by employees throughout the facilities.

2. Management Accountability and Responsibility

2.1 Directly Responsible Individual

At each Supplier site, Supplier shall assign a full-time employee to be responsible for oversight and implementation of social, health and safety, environmental, and ethical conduct responsibilities at the site.

This individual shall:

- Be of senior management level and be empowered with adequate resources, including but not limited to human resources and budget, as well as the access, power and authority to institute changes;
- Understand and implement the requirements from Applicable Laws and Regulations and the Code and Standards;
- Regularly review the effectiveness of the management system and take appropriate actions for continuous improvement; and
- Have their performance evaluated based on the effective planning and implementation to enforce requirements as per Applicable Laws and Regulations, customer requirements and any other applicable standards.

2.2 Supplier Responsibility Organization

Supplier shall establish and maintain a cross-functional committee, led by senior management, with clearly defined roles and responsibilities to systematically implement, monitor and enforce full compliance with Applicable Laws and Regulations, the Code and Standards and any other applicable standards.

3. Tracking of legal and customer requirements

Supplier shall implement a system to identify and monitor the latest Applicable Laws and Regulations and customer requirements that apply to the facility.

4. Written Policy and Procedures

Supplier shall have written policies that complies with the Code, this Standard, and Applicable Laws and Regulations.

Supplier shall have written procedures and systems to implement its labor, health and safety and environment policy.

Supplier shall comply with its written policy and procedures at all times.

5. Risks assessments

Supplier shall develop and maintain a process to identify labor and human rights, health and safety, environmental, business ethics, and legal compliance risks associated with its operations; determine the relative significance of each risk; and implement appropriate procedures and controls to minimize the identified risks, and comply to legal and customer requirements.

The process shall be repeated periodically (at least annually), and whenever there are major changes to Applicable Laws and Regulations, customer requirements, or facility operations.

6. Objectives, Targets and Action plans

Supplier shall establish a process to set improvement objectives, targets, and action plans. Supplier shall establish a process for regular performance monitoring and continuous improvement actions to reach the targets.

7. Regular Assessments/Audits

Supplier shall perform periodic assessments and/or audits of its facilities, operations, subcontractors, and their suppliers to ensure compliance with Applicable Laws and Regulations and customer requirements.

Assessment/audits shall be performed, at minimum, on an annual basis.



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8. Corrective Action Process

Supplier shall implement a process for timely correction of any instances of noncompliance or nonconformance identified by internal and external audits and assessments, Grievance reports, employee and stakeholder feedback, incident investigations, or other means.

The process shall at a minimum include:

- Determination of root cause(s) for every instance of noncompliance or nonconformance;
- Corrective and preventive actions for all similar issues and situations in the facility to ensure the same issue does not reoccur;
- Creation of action plans with assigned action item owners, due dates, and means of verifying completion; and
- Communication of the corrective and preventive action plans to all affected individuals and departments.

9. Change Management

Supplier shall establish a change management process and defined protocols to implement changes to, for example, facility layout, type of labor arrangement, use of new materials with potential impact on Worker safety or the environment, and set out the actions required to implement the necessary changes.

Supplier shall ensure change management process and responsibilities have been communicated to all managers across all job functions.

Supplier shall ensure adequate resources are made available to support change management when needed.

Supplier shall promptly notify Apple of any planned changes including new production sites/ areas/floors and supporting buildings for Apple product manufacturing and services.

10. Certifications

Any Apple-managed facilities shall obtain, maintain, and provide Apple a copy of either ISO14001, ISO14021, or European Union Eco-Management and Audit Scheme (EMAS) certification upon request.

11. Training and Communication

Supplier shall provide training and communication related to the Code and Standards to all Workers, supervisors and managers and responsible staff. This training or communication shall be provided in the initial orientation process and via refresher training on an annual basis.

Supplier shall also comply with all the training and communication requirements in the Code and all Standards.

11.1 Responsible staff

Suppliers shall provide training to all staff responsible for the effective implementation of management systems relating to social, health and safety, environmental, and ethics issues, including but not limited to performing regular assessments and/or audits in order to, ensure compliance to Applicable Laws and Regulations, customer requirements, their own internal or any other standards.

11.2 Workers, Supervisors and Managers

Supplier shall effectively communicate its social and environmental company statement to all Workers, supervisors, and managers. In addition to complying with the Code and the Standards, this training or communication shall include, but shall not be limited to, Workers' rights and benefits, as well as internal policies and procedures.

11.3 Suppliers and Customers

Supplier shall have a process in place for communication of clear, accurate information about its expectations to their suppliers and customers.

12. Documentation

Suppliers shall establish adequate documents and record keeping systems to ensure that accurate versions are in use, and proper access protocols are in place to protect intellectual property and ensure confidentiality of customers, employees, and business partners.

Documents and records should be made adequately available for review and assessment purposes.

Suppliers shall maintain appropriate documents and records, and records retention period, to ensure compliance to Applicable Laws and Regulations, as well as customer requirements.



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1. Recruitment

Recruitment and employment policies and practices, including but not limited to job advertisements, job descriptions, job application forms and job performance/evaluation policies and practices, shall be free from any type of discriminatory bias.

2. Security Practices

Security policies and procedures, and the implementation of such policies and procedures, may not result in any Discrimination, including discriminatory hiring practices to accommodate such security policies and procedures.

3. Religious Accommodation

Workers shall be provided with reasonable accommodation for religious practices. Suppliers shall ensure that there is no discrimination in employment decisions due to any religious accommodation provided.

4. Workers with Disabilities

Supplier shall not discriminate against Workers with disabilities and shall provide reasonable accommodations including but not limited to adequate job assignment, supporting facilities etc. to those Workers.

5. Pregnancy and Nursing Worker Protection

Supplier shall not:

- Require a pregnancy test, either as a condition for employment or as a requirement for continued employment, unless such test is required by law;
- Refuse to hire an applicant for a non-Hazardous position or terminate a Worker's employment solely based on the Worker's pregnancy or nursing status; or
- Prohibit female Workers from becoming pregnant nor threaten female Workers with adverse employment consequences, including dismissal, loss of seniority, reduction or deduction of wages and benefits, in order to discourage them from becoming pregnant.

Supplier shall identify positions deemed Hazardous for pregnant and nursing Workers. At a minimum, these must be communicated to persons responsible for recruitment, allocation of tasks, and the Worker before the Worker begins to work at that position.

Supplier shall take reasonable measures to ensure the safety and health of pregnant and nursing Workers including elimination of workplace health and safety risks to such Workers and accommodating such Workers in a non-Hazardous position.

Supplier shall provide protections, benefits, and pay to pregnant and nursing Workers as per Applicable Laws and Regulations. Supplier shall make reasonable accommodations for nursing mothers.

6. Medical Testing

Supplier shall not require any pre-employment medical test during the hiring process including but not limited to general health, pregnancy or mental health condition, unless required by Applicable Laws and Regulations.

For any other medical test conducted per Applicable Laws and Regulations, or Prudent for Workplace Safety as determined by a Qualified Health Professional in writing, Supplier shall ensure that any results shall not be used to Discriminate against any Worker and each of the following conditions are met:

- The cost of the Medical Test is paid by the Supplier;
- The Worker receives clear communication regarding the purpose of the test and the specifics of what will be tested; and
- The original report of results should be provided to and allowed to be retained by the Worker, and Supplier should not retain copies of the report, unless required by law.

Supplier shall not, on the basis of a person's mental health or medical status, make any employment decisions that negatively affect the person's employment status unless such decision is dictated by the inherent requirements of the job or is Prudent for Workplace Safety.

Supplier shall make reasonable efforts to accommodate Workers with chronic illnesses, which may include rearranging working time, providing special equipment, opportunities for rest breaks, time for medical appointments, flexible sick leave, part-time work, and return-to-work arrangements.



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1. Workplace Discipline

Supplier shall have written disciplinary rules, procedures and practices that embody a system of Progressive Discipline.¹

The disciplinary system shall be applied in a fair and nondiscriminatory manner and include a management review by an objective party senior to the manager who imposed the disciplinary action.

Supplier shall have a system to discipline supervisors, managers, or Workers who engage in any physical abuse, Sexual Harassment or sexual abuse, Psychological Harassment, or verbal Harassment or abuse, through measures such as compulsory counseling, warnings, demotions, and terminations or any combination thereof, regardless of whether such action was intended as a means to maintain labor discipline. Practices such as public humiliation of Workers are not permitted.

Supplier shall not use monetary fines or penalties as a means to maintain labor discipline, including for poor performance or for violating company rules, regulations, or policies.

Access to food, water, toilets, medical care, health clinics, and other basic necessities shall not be used as reward or as a means to maintain labor discipline.

Workers shall be requested but not compelled to sign all written records of disciplinary action against them.

Disciplinary rules, procedures, and practices shall be clearly communicated to all Workers.

2. Security Practices at Workplace

All security practices shall be gender appropriate and nonintrusive, and implemented in accordance with Applicable Laws and Regulations and local customs.

Any physical search conducted, including pat-down, shall at a minimum meet the following requirements:

- Clear communication to Workers
- Prior written Worker consent
- Strictly following a standardized protocol
- Respect local cultures and customs
- Performed by the same gender security personnel
- Performed in an open area

Supplier shall not impose unreasonable restrictions on movement within the Workplace, nor on entry or exit of company-provided facilities.

3. Victim Support

Supplier shall provide necessary support and assistance to victims of Harassment or abuse as set out in this Standard, including victims of physical or sexual assault, Sexual Harassment or repeated bullying.

4. Operation Controls

4.1 Written Policy and Procedures

Supplier’s anti-Harassment and abuse policy shall at a minimum include each of the following:

- A clear definition of what constitutes Sexual Harassment;
- A clear definition of other forms of violence and Harassment at work, including physical violence or assault, and psychological violence and Harassment, such as bullying, humiliating, threatening, or any form of verbal abuse;
- A statement prohibiting Harassment and abuse consistent with this Standard and Applicable Laws and Regulations;
- Description of method(s) for reporting internal Grievances/complaints regarding Harassment and abusive behavior;
- Disciplinary rules and penalties against the harasser/abuser and against those who make false accusations;
- A statement regarding the policy of non-retaliation for persons reporting cases of Harassment in good faith (including, for example, measures to protect complainants, victims, witnesses and whistle-blowers against victimization or retaliation, and that all information will be gathered and treated in strict confidentiality); and
- How the policy is to be implemented, reviewed and monitored.

¹ Progressive Discipline means a system of maintaining discipline through the application of escalating disciplinary action, moving from verbal warnings to written warnings to suspension and finally to termination.



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4.2 Training and Communication

Supplier shall provide comprehensive training to all personnel that receive or process complaints regarding Harassment and abuse.

Supplier shall provide training to Security personnel on Harassment and abuse prevention and their roles and responsibilities.

Supplier shall provide Harassment and Abuse prevention training to all Workers, supervisors, and managers during initial orientation and through annual refresher session.

The training shall at least include the following:

- Definition of Harassment and abuse, Sexual Harassment and workplace violence;
- Steps to take in the event of experiencing or witnessing any case;
- Support available to victims of Harassment and abuse at workplace; and
- Associated disciplinary actions to offenders.

Supplier shall also provide conflict management training to all Workers, supervisors, and managers at the Workplace.



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1. Identity Documents

Workers shall retain possession or control of all identity documents, such as passports, identity papers, travel documents, and other personal legal documents.

Supplier shall not require surrender of Workers' original identity documents, withhold Workers' original identity documents, or restrict Workers' access to original identity documents for any reason. Supplier may obtain and retain copies of Workers' original identity documents.

Supplier may request (but may not demand or require) Workers' original identity documents for the purposes of obtaining visa renewals or satisfying other work permit related requirements for such Workers. Supplier shall work with related parties including a Third Party Employment Agency to ensure timely return of all original identity documents to Workers.

2. Recruitment Fees

Workers shall not be required to pay employers' or their agents' fees for their recruiting and/or ongoing employment. This includes recruitment, application, recommendation, hiring, skills test, placement, processing, renewals, and/or recurring fees of any kind. If such fees are found to have been paid by Workers, they shall be repaid to the Worker.

3. Deposits

Deposits from Workers are prohibited unless required by Applicable Laws and Regulations. If a deposit is legally required, Supplier shall ensure that an accurate receipt is provided for any deposits made by Workers and that such deposits be returned in full to the Worker as expeditiously as practicable, but no later than one month after the Worker's employment has terminated or reason for such deposit has ended, whichever is earlier.

4. Loans

Personal loans to Workers or job seekers under circumstances where repayment terms could be construed as debt bondage or forced labor are prohibited.

5. Freedom of Movement

All Workers shall have the right to freely enter into and to terminate their employment.

Supplier shall not confine or restrict Worker's freedom of movement inside the place of production or Supplier-provided facilities, including access to drinking water and the Worker's Dormitory room, except where necessary for Worker safety and permitted by Applicable Laws and Regulations.

Supplier shall not track Workers' realtime movement at workplace by requiring Workers to wear any tracking devices¹ unless for the monitoring of workplace health and safety.

Supplier shall not restrict Workers' access to bathrooms in terms of time or frequency of bathroom breaks, number of Workers going to bathroom at any time or non-payment of wages during bathroom breaks.

6. Forced Overtime

All overtime shall be voluntary. Supplier shall ensure that all Workers have the right to refuse to work Overtime Hours.

Supplier shall not impose overtime where Workers are unable to leave the work premises. Under no conditions shall a Supplier impose punitive measures such as salary deductions, apply coercion of any kind, denial of future opportunities for overtime, or take disciplinary action against Workers for refusing overtime.

7. Production Quota

Supplier shall not set production quotas or piecework rates at such a level that Workers need to work beyond regular working hours (excluding overtime) to earn the legal Minimum Wage or the prevailing industry wage.

8. Bank Accounts

Suppliers shall not have direct control of or access to Worker bank accounts other than to make direct deposits of compensation.

¹ Tracking devices means any electronic device that can track the position or realtime movement of a person. Devices such as badges, used only for security access or clock in, will not be deemed as a tracking device.



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1. TPEA Worker Safeguards

1.1 Informed Choice

Workers shall be provided with accurate details of the nature and place of work, living conditions, the term of the employment contract (if applicable), working hours, Base Wages for Regular Hours, rates for overtime and holiday wages, and any bonuses or Return Fees committed by the TPEA and applicable deductions and benefits.

Workers shall not be charged or pay any fees to cover recruitment or hiring costs. For any fees or payments identified, regardless of the hiring channel, Supplier shall reimburse Workers in full within 30 days upon recruitment.

1.2 Identity Documents

TPEA or Supplier shall not require surrender of Workers' original identity documents, withhold Workers' original identity documents, or restrict Workers' access to original identity documents for any reason.

Supplier and TPEA may request (but may not demand or require) Workers' original identity documents for the purposes of obtaining visa renewals or satisfying other work permit related requirements for such Workers. Supplier shall work with related parties including a TPEA to ensure timely return of all original identity documents to Workers.

TPEA may obtain and retain copies of Workers' original identity documents.

1.3 Labor Contract

A signed copy of labor contract shall be provided to Workers in their own language when applicable prior to receiving the Workers onsite.

1.4 Wages and Fees and Deductions

Supplier shall ensure full and timely payment of all wages, bonuses or Return Fee and no unreasonable deductions from Workers' wages or other benefits. In the event of fees or deductions in relation to recruitment or hiring, or under-payment of wages, bonuses, or Return Fee, Supplier shall reimburse Workers in full within 30 days.

An itemized pay slip shall be provided to Workers along with payment of bonuses or Return Fees.

TPEA shall not have direct control of or access to Worker bank accounts other than to make direct deposits of compensation.

1.5 Legally Mandated Benefits

Supplier shall ensure that Workers are provided with all legally mandated benefits, including but not limited to social insurance, paid leave, and any other entitlements required by Applicable Laws and Regulations.

2. TPEA Management

2.1 TPEA Pre-selection Due Diligence

Supplier shall conduct pre-selection due diligence, which includes but is not limited to the following:

- Verification that the TPEA has obtained valid and appropriate licenses, certifications, and permits for all its operations per Applicable Laws and Regulations; and
- Background checks to determine whether relevant authorities have levied any sanctions or punishments for failure to comply with Applicable Laws and Regulations, or which prevent the TPEA from operating.

2.2 TPEA Onboarding

Supplier shall sign a contract with a TPEA before engaging the TPEA to recruit or hire Workers. The contract shall at a minimum include the following when applicable:

- Compensation structure for any and all wages, benefits or bonuses to be paid or provided to Workers;
- Terms of payment by Supplier to the TPEA;
- Term that no unreasonable fees may be charged to Workers or unreasonable deductions made from Workers' wages or other benefits in relation to their recruitment or hiring;
- Term that includes the consequences for violating this Standard, up to and including termination of the relationship between Supplier and TPEA; and
- Supplier shall communicate the requirements of this Code and Standard to all TPEAs prior to establishing a business relationship, and on an annual basis, to ensure full understanding and commitment for compliance.



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2.3 TPEA Service

Supplier shall ensure that Workers have direct access to TPEA services, for example:

- A TPEA representative stationed at Supplier site
- A TPEA online service which provides prompt reply to Workers

2.4 TPEA Monitoring and Remediation

Supplier shall conduct effective regular monitoring and/or audits of TPEAs from which it obtains Workers, which include regular interviews of Workers, monthly payroll audits and annual audits, etc., to ensure:

- TPEAs comply with the requirements detailed in Section 1 of this Standard;
- The TPEA's recruitment practices including job posting and interviews are compliant with Applicable Laws and Regulations, and this Standard; and
- No hiring of Students through TPEA.

For TPEAs involved in hiring of Foreign Contract Workers, the regular audits shall cover TPEAs in both sending and receiving countries.

Supplier shall have a documented procedure in place to manage violations of Applicable Laws and Regulations and this Standard by a TPEA which include the following:

- Appropriate sanctions and establish a corrective action process pursuant to which the TPEA's violation is remedied; and
- Termination of its relationship with any TPEA that is unwilling to correct a violation.



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1. Worker Onboarding and Training

1.1 Legal Work Permits

Supplier shall ensure that all FCWs have valid legal work permits.

1.2 Signed Employment Contract

Supplier shall ensure that all FCWs who are hired to work in Supplier’s facility while living in another country receive, understand, and sign a written employment contract in their own language, and receive a copy of the employment contract prior to departing from the sending country.

In addition to the requirements specified in the Wages, Benefits, and Contracts Standard, contracts for FCWs shall additionally include the following:

- Terms and conditions regarding the possession of identity documents during the employment contract term; and
- Estimates of the minimum and maximum net pay the FCW could expect to receive each month. Maximum net pay shall be based on maximum of 60 hours of work per week.

1.3 Identity Document Storage

Supplier shall provide each FCW with a secure locker or storage unit within assigned accommodation for the safe keeping of identity and other documents, such as passports, identity cards or papers, travel documents, and other personal legal documents.

The secure locker or storage unit shall be:

- Freely and immediately accessible to FCWs at any time;
- Accessible to FCWs without assistance and there shall be no barriers to access; and
- Lockable and secured against unauthorized access.

1.4 Worker Training and Communication

Supplier shall provide pre-departure, regular and refresher training for FCWs to ensure they understand at the minimum the following:

- Fees and expenses related to recruitment and on-going employment
- Grievance reporting channels for FCW to raise concerns on recruitment/employment fees, threats, coercion or any other violations
- The terms and conditions per employment contracts
- Expected living expenses needed

- Living conditions
- Expected first salary, any deductions, taxable income and their payment terms including expected amount and payment schedule
- Relevant labor rights of FCWs
- Relevant laws and regulations
- Company regulations
- Any other protections under the Code and related Standards during their employment at the receiving country

The above training shall be added onto the basic employee’s training per the applicable requirements.

1.5 Third Party Employment Agencies

Supplier shall effectively communicate its FCW protections policy to all Third Party Employment Agencies involved in FCW management.

2. Fees, Expenses, and Deposits

Supplier shall use its best efforts to ensure FCWs are not charged any fees and expenses or deposits related to their employment in accordance with Apple’s definition of fees and expenses.

Suppliers shall pay the costs of recruitment directly to the extent possible.

Supplier shall implement a process to determine the specific amount of any fees and expenses paid by each individual FCW prior to commencement of work.

Supplier shall ensure that TPEA conducts due diligence through onboarding verification, so that applicants will understand how they came to know about this employment and any applicable risks.

Supplier shall guarantee equal opportunity for all applicants throughout the hiring process, including those who may have paid fees to intermediaries or labor agencies.

2.1 Fees and Expenses

Suppliers are responsible for paying all fees and expenses associated with recruitment, placement, processing, transportation, or ongoing management of Workers in both the Sending Country and the Receiving Country, and any Third Party Employment Agency expenses and fees, including, but not limited to:



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Recruitment fees

- Reservation or commitment fees
- Informal broker and sub-agent fees and expenses for assistance in recruitment (fees paid by Workers to middlemen, recruiters, or individual/individuals who referred the Worker to the Employment Agency or hiring company, whether formal or informal)
- Recruitment service fees in the Sending Country (such as application or recommendation fees)
- Recruitment service fees in the Receiving Country (both one-time and recurring fees)
- Deposits
- Relocation costs if asked to move once employment has begun

Transportation and lodging costs

- Air or ground transportation and the airport/border tax from Sending Country to Receiving Country
- Returning air or ground transportation and the airport/border tax from Receiving Country to Sending Country

Documentation, medical, training, and other government fees

- Third-Party Employment Agency service fees
- Passport and visa fees
- Quarantined accommodation/facilities expense on arrival to country of work and upon repatriation (unless there are applicable laws otherwise directed)
- Medical checkups, testing, vaccinations, and immunization/screening in the Sending Country and Receiving Country
- Temporary work or residence permits and renewals
- Documentation fees in Sending Country (such as notarization, translation services, and attorney's fees)
- Insurance
- Government-required fees
- Background and reference checks
- Photos (including new passport or visa and renewals)
- Quarantined accommodation/ facilities expenses on arrival to country of work and upon repatriation
- Training fees
- Third Party Employment Agency or Supplier mandated training

2.2 Exemptions

Unless required by Applicable Laws and Regulations, the following shall be exempted:

- Direct transportation expenses incurred from Worker's home to local or central recruitment processing centers in the Sending Country prior to the offer of employment and signed acceptance in writing; and
- Any fees and expenses incurred by Workers for any services, with any parties (sub-agencies/intermediaries), where these parties are not connected / in a business independent from the TPEA, or are providing services to the applicants prior to TPEA engagement.

Fees and expenses related to the recruitment of FCWs should be clearly stated in the contracts between Third Party Employment Agencies and Supplier to ensure compliance with zero fee policies.

Supplier shall require Third Party Employment Agencies to provide accurate receipts to each FCW detailing actual fees and expenses paid by the FCW before departure from the sending country.

Supplier shall implement a non-reprisal policy that prohibits the punishment of and/or retaliation against FCWs for any information provided during the job- seeking or employment process. This policy shall be communicated to all FCWs during the interview process.

2.3 Remedy

In the event that the Supplier finds that a FCW has paid fees and expenses related to their employment, Supplier shall reimburse such fees and expenses to the FCW within 30 days of the later of (i) the start of the FCW's employment with Supplier or (ii) the date Supplier discovers the fee payment(s).

3. Termination

3.1 Early Termination of Contract with Reasonable Notice

Supplier shall not penalize FCWs for voluntarily terminating their employment contracts with Reasonable Notice as defined by local laws.



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Early Termination of Contract Without Reasonable Notice

Unless prohibited by law, Supplier may allow FCW to bear the actual cost of repatriation to the sending country for voluntarily terminating their employment contract early without Reasonable Notice. If this repatriation cost exceeds 60% of their 1 month net wage¹ of the most recently paid wages, the excess shall be paid by employer.

Supplier shall not penalize FCWs for voluntarily terminating their employment contract early without Reasonable Notice by deduction of base or overtime wages due.

3.2 Repatriation

Suppliers shall be responsible for the payment of repatriation for each FCW in all circumstances including but not limited to the following:

- Upon completion of the employment contract, termination by employer, and early termination of employment by employee with reasonable notice;
- On termination of the contract due to employee misconduct, illness or incapacity; or
- The FCW has been subject to Harassment, abuse, or other violation of his or her rights.
- This requirement does not apply when:
 - The FCW obtains other employment within the country and leaving the country is not required per Applicable Laws and Regulations;
 - The FCW terminates employment contract early without Reasonable Notice; or
 - Employment is terminated due to any illegal conduct or activity by the employee, as allowed by Applicable Laws and Regulations.

4. Other Protection

4.1 Pregnancy Protections

Supplier shall take affirmative steps to protect and support the rights of FCWs, who are found pregnant on arrival, or when during employment in the receiving country. In cases where receiving country law requires that pregnant FCWs return to their home country (or the sending country) to give birth, Supplier shall provide necessary protections to pregnant FCWs as per Applicable Laws and Regulations.

4.2 Diplomatic Access

Supplier shall not prevent any FCW from contacting his or her embassy.

¹ The amount equivalent to 1 month's expected wages for the Foreign Contract Worker including anticipated overtime hours. This monthly amount shall not exceed the amount of wages based on a 60-hour workweek, including regular and overtime hours after government-required deductions. Bonuses may only be included in the calculation where bonuses are guaranteed in the original contract terms.



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1. Age Verification and Monitoring

1.1 Age Documentation and Verification Systems

Supplier shall establish and implement appropriate age documentation and verification management systems to ensure that Underage Workers are not working on site and juvenile Workers are clearly identified in hiring process. The systems shall cover Supplier’s operations, Third Party Employment Agencies, and Qualified Educational Programs.¹

The systems shall at a minimum include:

- Minimum requirements for age verification documentation for employment as required by local Applicable Laws and Regulations (that is, government-recognized photographic ID). Where the law does not dictate the official documentation required, Supplier must inspect and cross-reference at least one of the following to verify validity: birth certificate, government-issued personal identification card, driver’s license, voting registration card, “official stamped” copy of a school certificate, affidavit from local government representative, or foreign national work permit.
- Robust age verification measures, including at minimum:
 - Matching photographic ID to Workers’ faces;
 - Verification through Third Party resources where available, such as Internet resources or local government offices; and
 - Periodic visual inspection of facility for potential Underage Workers.

1.2 Monitoring Mechanism

Supplier shall introduce a monitoring mechanism to ensure compliance to this Standard and Applicable Laws and Regulations. The mechanism shall include, but not be limited to:

- Identifying job positions (including the creation of new job positions) that Juvenile Workers are permitted to perform or prohibited from performing and incorporation of such restrictions into job descriptions;
- Implementing controls to ensure that Juvenile Workers are not assigned to restricted job positions;
- Managing and recording working conditions to ensure compliance; and
- Providing health examinations per Applicable Laws and Regulations.

2. Child Labor Remedy

If any Active Underage Worker,² Historical Underage Worker,³ or Terminated Underage Worker⁴ is found either through an external audit or self-review, Supplier shall notify Apple immediately and shall implement a remediation program as directed by Apple.

2.1 Immediate Steps

When an Active Underage Worker has been identified, Supplier shall immediately ensure that the Worker is:

- Physically safe;
- Free from threat of retaliation; and
- Removed from the workplace, although the Supplier shall not expel the Worker from the facility.

2.2 Case Management

The remediation program shall last for six months or until the Worker reaches the Minimum Age, whichever is longer.

Supplier shall provide funds and work with relevant governmental and civil society actors in order to provide for the welfare of the Worker, including provision of:

- Tuition expenses and reasonable additional requisite expenses (for such items as books and supplies, and for general living) to enable the Worker to return to school;
- Forgone wages the Worker would have earned at the Supplier’s facility; and
- Administrative costs for case management.

2.3 Offer of Reemployment

When the Worker reaches the Minimum Age, Supplier shall offer the Worker a job at the facility that is equivalent to or more favorable than the job previously held by the Worker.

¹ Qualified Educational Program means a course of instruction that lasts for at least one academic term and leads to a certification, degree, or diploma in a career field.
² Active Underage Worker means an Underage Worker working at the facility at the time of the audit.
³ Historical Underage Worker means a Worker above the Minimum Legal Age at the time of the audit that started work when he or she was below the Minimum Legal Age.
⁴ Terminated Underage Worker means an Active Underage Worker or Historical Underage Worker that is no longer working at the facility at the time of the audit.



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3. Juvenile Worker Protection

3.1 Working Hours

Supplier shall comply with all Applicable Laws and Regulations governing working hours or regulating or limiting the nature, frequency, and volume of work performed by Juvenile Workers under the age of 18.

Juvenile Workers shall not work overtime or perform Nighttime Work.

3.2 Juvenile Worker Health and Safety

To protect the health and safety of Juvenile Workers, Supplier shall ensure that Juvenile Workers do not engage in Hazardous work. Supplier shall follow Applicable Laws and Regulations related to Juvenile Workers, but where the law is silent, Juvenile Workers shall not engage in work involving any of the following:

- Exposure to Hazardous environments, substances, agents, or processes potentially damaging to their health, including but not limited to:
 - Environments/conditions likely to cause heat or cold stress or injury;
 - Noisy environments requiring ear protection;
 - Explosives or articles containing explosive components; or
 - Any exposure to radioactive substances including radium, self luminous compounds, thorium salts, and Ionizing Radiation in excess of 0.5 rem per year as per United States Department of Labor Guidance.¹
- Operations in inherently dangerous locations, including:
 - Underground
 - Underwater
 - Heights in exceeding of 2 meters
 - Hazardous Confined Spaces
- Work with or near chemical processes above the applicable legal limits for Juvenile Workers. If no such legal limits or industry regulations exist, Juvenile Workers shall be exposed to no more than 50% of the applicable exposure limit for adults (for example, if the applicable adult standard limits exposure to 100 ppm per 8 hours, the Juvenile Worker standard shall be 50 ppm per 8 hours).

- Operations involving the following equipment:
 - Power driven hoisting apparatus
 - Any mobile power driven apparatus without legal operator’s license
 - Stamping, cutting, and laser equipment or any equipment with pinch points
- Other hazards determined to be unsafe for Juvenile Workers by Supplier’s environment health and safety department or a Qualified Health Professional.
- Operations restricted by Applicable Laws and Regulations including but not limited to environmental and transportation-related restrictions.

¹ United States Department of Labor Guidance — US Department of Labor, Employment Standards Administration, CFR, Title 29, Chapter 5, Part 570: “Occupations Particularly Hazardous for the Employment of Minors between 16 and 18 Years of Age or Detrimental to Their Health or Well-Being.”



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1. Education Program Applicability

Supplier shall only hire or allow Students to work at the Supplier facility provided that:

- Supplier manages the recruitment, hiring, and management of Students directly, without involving Third Party Employment Agencies;
- The hiring is not to meet demand for workforce labor or to fill short-term gaps in labor supply; and
- Student’s field of study is relevant to the Supplier’s industry or work position.

Supplier must comply with any legal limits on the number of Students that can be employed at the Supplier’s facility at any given time.

2. Students Safeguard

2.1 Students Identity

Supplier shall ensure that Students are eligible for employment under Applicable Laws and Regulations and are actively enrolled in a Program of study at an Educational Institution.

2.2 Voluntary Employment

Supplier shall ensure that all work performed by a Student is voluntary.

2.3 Student Agreements

Supplier shall have a written agreement with the Student prior to performing work. In addition to the requirements specified in the Wages, Benefits, and Contracts Standard, the agreement between the Student and the Supplier, and, if required by law, the Student’s Educational Institution, shall additionally include the following terms:

- The name and address of the Student’s Educational Institution
- The name and address of the Supplier
- Individual at the Educational Institution who is responsible for the Student
- Individual at the Supplier who is responsible for the Student
- Insurance coverage
- Education and training to be provided by the Educational Institution
- Education and training to be provided by the Supplier

Supplier shall ensure that the Student understands the agreement and receives a copy of it prior to performing work at the Supplier’s facility.

2.4 Student Program Length

The Program length (total accumulated time of work at Supplier facility) shall not exceed the limit regulated by Applicable Laws and Regulations, or 1 year in absence of any applicable legal requirements.

The Program cannot be extended beyond the agreed end date as written in the original Student agreement.

2.5 Working Hours

Working hours shall not conflict with the Student’s Educational Institution attendance.

Supplier shall adhere to restrictions on working hours as required by Applicable Laws and Regulations for any Student Programs.

2.6 Payment

The Student shall receive at least the same wage rate as other entry-level Workers performing equivalent or similar tasks. In the absence of equivalent or similar tasks, the wage rate of the Students shall not be less than the local Minimum Wage.

All wages shall be paid directly to the Student or to an account under the sole control of the Student. Supplier shall not delay the payment of wages to the Student.

Supplier shall not deduct educational fees, or placement fees from the Student’s wages.

Where local legal requirements differ from above, Supplier shall notify Apple and provide proof of legal compliance for review. Any deviation from these payment requirements will only be granted after assessment by Apple.

2.7 Insurance Coverage

Supplier shall ensure that the Student is insured against accident or liability.

Supplier shall ensure that the Student is fully covered by any other forms of insurance required by law or regulation.

2.8 Students Training

Supplier shall provide onboarding training to Students.



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2.9 Agreement Termination

Supplier shall ensure that the Student is free to terminate his or her agreement.

The Student shall not be required to pay any fee or fine or receive any other penalty for early termination of the Student agreement with Reasonable Notice.

3. School Management

3.1 School Pre-selection and Due Diligence

Supplier shall conduct pre-selection due diligence and ongoing audits of each school to ensure:

- Schools have appropriate and current licenses, certifications, and permits for all locations of operation; and
- Schools comply with the requirements detailed in Section 1 and 2 of this Standard.

Supplier shall effectively communicate its Student management policy to all Educational Institutions involved in Student management.

3.2 School Compliance

Supplier shall have documented procedures for corrective actions to address any violations of this Standard by a school and establish sanctions as appropriate, including termination of the relationship.

4. Student Pre-approval Process

Supplier shall, upon Apple request, submit a comprehensive plan to demonstrate compliance to this Standard for approval at least one month prior to the hiring of Students.



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1. Compliance Requirements

1.1 Weekly Working Hours and Day of Rest

Unless there is an Emergency or Unusual Situation, Supplier shall limit the actual hours worked by each Worker to no more than 60 hours per Workweek and 6 consecutive days.

For any Emergency or Unusual Situation, Supplier shall:

- Document it to ensure that Emergency or Unusual Situation criteria have been met;
- Immediately return to compliance once the situation ends; and
- Immediately provide Workers with a Day of Rest if the Day of Rest requirement had not been met during the Emergency or Unusual Situation.

1.2 Breaks

Supplier shall provide and compensate breaks including but not limited to bio-breaks, religious observance, ergonomic and meal breaks according to Applicable Laws and Regulations and this Standard.

Meal Breaks

Supplier shall provide at least 30 minutes meal break after every 5 hours of work.

Ergonomic Breaks

Supplier shall provide and compensate ergonomic breaks at the same rates for regular working hours per Applicable Laws and Regulations.

Other Breaks

Aside from the scheduled breaks during working hours, Workers shall be allowed to take breaks to fulfill basic needs, including but not limited to:

- Unrestricted bio-breaks (toilet visits, drinking of water)
- Reasonable religious accommodations (e.g. prayer breaks)

These breaks shall be compensated.

1.3 Work Activities

Supplier shall include the following activities in official working hour records:

- Time on the production line, regardless of whether the line is running (production time) or not (down time).

- Mandatory meetings and trainings, including but not limited to orientation training, production planning meetings, assembly meetings and daily wrap-up meetings. All meetings must be arranged within the regular working shift.
- Mandatory administrative processes including but not limited to the following, cumulating in greater than 15 minutes total:
 - Waiting in line to punch In/out;
 - Waiting for supervisor approval, for example, time card approval; or
 - Excessive waiting in line to clear facility mandated checks prior to entry or exit of the facility.
- Any other process managed by Supplier that requires Workers to be present at the factory or perform any production related work regardless of location.

Supplier shall not require Workers to arrive prior to the scheduled start of a shift or stay after the end of a shift, even by a few minutes to prepare for work, unless this time is counted as paid working time.

1.4 Shift Arrangement

Prior to requiring Workers to perform Nighttime Work, Supplier shall:

- Inform impacted Workers of Nighttime Work requirements and schedules; and
- Immediately inform the impacted Workers for any requirement and schedules change.

Supplier shall make reasonable accommodations to ensure the health and safety of its Workers, including assigning a Worker away from Nighttime Work from time to time.

A reasonable break shall be provided to Workers between any shift change and in accordance with Applicable Laws and Regulations, where applicable.

1.5 Worker Notification

Except in Emergency or Unusual Situations, Supplier shall notify Workers at least 24 hours prior to work cancellations or reschedules from planned shift schedules.

2. Operational Controls

2.1 Production Planning

Supplier shall plan production schedules to meet committed production capacity, committed lead-time, and the 60 hours per Workweek and 6 consecutive days requirements.



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2.2 Official Working Hours Record Mechanism

Supplier shall have an official working hours record system to track working hours and Days of Rest for each Worker. The official working hours record system shall:

- Be reliable to measure and record actual hours of work; and
- Record each Worker’s time in and out, in addition to actual hours worked.

2.3 Excessive Hours Control Mechanism

The Official Working Hours Records system shall be capable of identifying Workers who are scheduled to exceed the 60-hour and Day of Rest requirements, as well as track the total work hours per week and Days of Rest for each Worker. The system shall provide summary reports and alert to management prior to exceeding these requirements.

2.4 Dispute Mechanism

Supplier shall ensure that Workers have a mechanism to understand, dispute, and correct the actual hours worked as recorded in the Official Working Hours Records.



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1. Wage

1.1 Minimum Pay

All Workers shall be paid no less than the Minimum Wage for all Regular Hours as per Applicable Laws and Regulations. A Worker’s Base Wage shall always be set at or above Minimum Wage for the Classification of Worker.

The pay structure shall not require Workers to work more than the legally mandated Regular Hours (whether calculated on an hourly, daily, weekly, or monthly basis) in order to earn the Base Wage.

1.2 Overtime Pay

All Overtime Hours shall be paid at the appropriate overtime rate as per Applicable Laws and Regulations or employment contract, whichever is higher, for the relevant Classification of Worker.

In countries where there are no legally established overtime rates as per Applicable Laws and Regulations, the minimum overtime rate shall be 125% of the Base Wage.

1.3 Working Hour Calculations for Regular and Overtime Work

For the purposes of pay and benefits, Regular and Overtime Hours calculations shall be based on the exact hours and minutes worked. If Supplier is unable to calculate the exact minutes, Regular and Overtime Hours shall be rounded up to the nearest 15 minutes in the Worker’s favor as follows:

Time in minutes	$0 \leq x < 15$	$15 \leq x < 30$	$30 \leq x < 45$	$45 \leq x < 60$
Rounded allotment in minutes for overtime	15	30	45	60

1.4 Working Hour Calculations for Tardiness

For the purposes of pay and benefits, deductions for tardiness shall be based on the exact hours and minutes by which a Worker is tardy.

If Supplier is unable to calculate the exact minutes, deductions for tardiness shall be rounded down to the nearest 15 minutes in the Worker’s favor as follows:

Time in minutes	$0 \leq x < 15$	$15 \leq x < 30$	$30 \leq x < 45$	$45 \leq x < 60$
Rounded allotment in minutes for tardiness	0	15	30	45

1.5 Waivers

Waivers affecting working hours or Worker wages and benefits, even those promulgated by local authorities or government agencies, will not be accepted (for example, the Comprehensive Working Hours System in China).

1.6 Deductions

Supplier or its agents shall not deduct earnings from Workers’ paychecks except where required by Applicable Laws and Regulations, for example, taxes and social insurance, or where Supplier or its agent is providing a service. If deductions are made as part of a service provided to Workers, Workers shall have the choice to opt out of any such service.

Supplier shall not deduct union membership fees or any other union fees from Workers’ wages without the express and written consent of individual Workers, unless specified otherwise in freely negotiated and valid collective bargaining agreements.

Monetary penalties deducted from wages or reductions in Mandatory Benefits as disciplinary measures are prohibited. Monetary penalties includes cash fines, pay deductions or account withdrawals, but does not include non payment for actual time not worked due to late arrival or missed work time.

1.7 Deposits

Deposits from Workers are prohibited unless required by Applicable Laws and Regulations. If a deposit is legally required, Supplier shall ensure that a receipt is provided for any deposits made by Workers and that such deposits shall be returned in full to the Worker as expeditiously as practicable, but no later than one month after the Worker’s employment has terminated or reason for such deposit has ended, whichever is earlier.



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1.8 Charges

Workers shall not be charged or pay any fees to cover recruitment or hiring costs.

Supplier shall not charge Workers for anything required by the Supplier for the employee to effectively carry out their job duties, including but not limited to:

- Required PPE
- Uniforms, except for unreturned uniforms
- Headset and replaceable foam pad covers

Deposits shall not be charged upon the issue of such equipment. Suppliers may charge a prorated fee for unreturned items. Supplier must communicate these requirements when items are supplied.

Supplier shall not charge for services, equipment or other items required for Workers to comply with Supplier's workplace arrangements or rules, including but not limited to:

- Transportation provided by Supplier for Workers to commute from remote dormitories to workplace;
- Metal free underwear to facilitate quick security checks; or
- Secure lockers to store personal valuables at the workplace.

For any fees charged, regardless of hiring channels, Supplier shall reimburse Workers in full within 30 days.

1.9 Payment

Supplier shall be required to make monetary payments under all circumstances where Workers have not been paid their due. This includes but is not limited to:

- Underpayment of agreed wages or applicable allowances or bonuses.
- Exit payment — Irrespective of the conditions under which the employment relationship has ended, all Workers shall receive their wages due. Supplier shall effectively communicate the resignation process to all Workers at the start of the employment relationship and at the time of any material change in such process. Supplier shall ensure that the resignation process is easily accessible to all Workers, including those who do not provide Reasonable Notice of termination. Supplier shall not require compensation in any form for Workers who do not provide Reasonable Notice of termination unless required by Applicable Laws and Regulations. Supplier shall provide

the Worker a record of the final wages earned and an explanation for any deductions.

- Deductions or payment by Workers not specified by law — deductions made for deposits, fees, uniform charges, medical tests, disciplinary fines, tools, background checks, etc.
- Non-payment of statutory benefits such as overtime wages, annual leave, and paid public holidays.
- Wages for mandatory meetings and trainings outside working time.

1.10 Pay Schedule

Supplier shall pay Workers within the deadline defined by Applicable Laws and Regulations; in the absence of such guidance, Supplier shall pay Workers within 30 days of the end of the working period.¹ Pay adjustments in the case of discrepancies in records must be paid on or before the next payday.

1.11 Communication of Wages

Supplier shall ensure that each payment to a Worker is accompanied by a clear statement communicating:

- The number of Regular Hours and Overtime Hours worked
- The appropriate rate of pay for Regular Hours, Overtime Hours, and holiday hours
- An account and definition of each deduction made
- An account and definition of each benefit payment made

2. Benefits

Supplier shall provide Mandatory Benefits to the Classification of Worker as per Applicable Laws and Regulations. Where permitted under law, Supplier shall provide Workers with paid and unpaid leave, and public holidays.

3. Contracts

3.1 Signed Contract

Workers shall sign a written employment contract prior to performing any work at a Supplier's facility.

Supplier shall ensure that the employment contract is written in a language that the Worker understands.

¹ The period of work upon which the standard paycheck is based.



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This contract shall conform to Applicable Laws and Regulations and all relevant terms outlined in this Standard.

Supplier shall ensure that all Workers receive a copy of this contract signed by the Supplier.

This also applies to any supplementary agreements.

At a minimum, this contract shall contain:

- All employment terms required by Applicable Laws and Regulations
- Worker’s full name and date of birth
- Worker’s passport number, ID card, or equivalent identification
- Emergency contact information
- The nature of work and place where it will be performed
- Living conditions
- Costs (if any) for meals and accommodation
- Descriptions and quantitative estimates of each line item to be deducted from wages
- The term of contract (if applicable)
- Expected regular working hours, Overtime Hours, frequency of rest days, and holidays
- Base Wages for Regular Hours
- Clearly defined regular, overtime, and holiday wage rates, including maximum allowable Overtime Hours
- Deductions (if any)
- Benefits
- All applicable bonuses and allowance;
- Date of eligibility for reimbursement of deposit (if any)
- Contract termination/resignation procedures and terms
- Terms and conditions for contract renewal

The contract must not include any terms that deny a Worker the right to organize or engage in collective bargaining.

3.2 Probation

Where probationary or training employment is legally allowed, Supplier shall ensure that Workers are paid at least Minimum Wages. No Workers shall work more than 3 months cumulatively in these employment categories, or the maximum period allowed by Applicable Laws and Regulations, whichever is shorter.

3.3 Revised/Supplemental Contracts

Supplier shall ensure that any revisions to employment contracts and other related agreements shall be compliant to this Standard and that any revisions of the terms shall not be less favorable to the Worker as outlined in original employment contract unless as negotiated through collective bargaining.

3.4 Contract Termination

Supplier shall ensure that Workers are free to terminate their employment contract.



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1. Neutrality

Supplier is not required to take an active role in supporting Workers' efforts to associate or organize, but they must ensure that Workers can exercise their rights in a climate free of violence, pressure, fear, intimidation, and threats.

2. Worker Representation¹

Subject to Applicable Laws and Regulations, Supplier shall not interfere with the formation or operations of Workers organizations, including acts that are designed to establish or promote the domination, financing, or control of such organizations.

Supplier shall not interfere with the right of Workers to draw up their constitutions and rules, to freely select their representatives, to organize their administration and activities, and to formulate their programs.

Worker representatives shall have access to their members under conditions established by Applicable Laws and Regulations or mutual agreement between the Supplier and the worker organization.² Worker representatives shall have the facilities necessary for the proper exercise of their functions.

Workers are free to meet and discuss workplace issues at work during their breaks and before and after work.

3. Non-Harassment and Non-Retaliation

No Worker or prospective Worker shall be subject to dismissal, discrimination, Harassment, intimidation, retaliation, being banned from employment, or any other employment decision³ for reason of:

- Membership and/or participation in a union, Worker association, or other freedom of association activities;
- Exercising lawful right to form a union or participating in collective bargaining efforts;
- Organizing or participating in a legal strike or demonstration; or
- Raising issues to management concerning compliance with a collective bargaining agreement or any other legal requirements.

Supplier shall not threaten or use violence or the presence of police or military to intimidate employees or to prevent, disrupt, or break up any activities that constitute a lawful and peaceful exercise of the right of freedom of association, including union meetings, organizing activities, assemblies, and lawful strikes.

Supplier shall not transfer, demote, promote, outsource, or reassign Workers as a means to discourage unionization or participation in Worker-management communication activities.

Supplier management shall not impede Workers' right to peaceful organization by outsourcing work performed by union members. Shifting production from one site to another for the purpose of retaliating against Workers who have formed or are attempting to form a union is prohibited by the Code and this Standard.

4. Collective Bargaining Agreements

Where a collective bargaining agreement exists, Supplier shall bargain in Good Faith.

Supplier shall honor, in Good Faith, the terms of any signed collective bargaining agreement for the duration of that agreement.

Where a collective bargaining agreement exists, Workers covered by the agreement shall receive copies of the signed agreement.

Where the right to freedom of association and collective bargaining is restricted under law, Supplier shall not obstruct alternative legal means of Workers to associate and bargain collectively.

5. Supplier Engagement

Supplier shall implement training programs and mechanisms to build capacity of Supplier management to engage in a constructive, professional, and transparent manner.

Supplier shall have documented processes by which to have a dialogue with Workers, and Worker representatives where elected or duly appointed, during recruitment and arrival of Workers; in relation to audits and assessments, and health and safety management in the workplace; in designing and developing Grievance mechanisms and about Worker concerns; and to address collective actions by Workers.

¹ A Worker representative shall not include management, or low-level supervisors. Some exceptions may apply if specifically agreed to by Workers and management.

² An organization of any kind in which Workers participate and which exists for the purpose, in whole or in part, for furthering and defending the interests of Workers.

³ Employment Decision means hiring, termination, job security, job assignment, compensation, promotion, downgrading, transfer, (vocational) training, discipline, assignment of Worker, and conditions of Worker including hours of work, rest periods, and occupational, safety, and health measures.



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1. Grievance

1.1 Channels for Grievance

Supplier shall implement adequate, effective and accessible Grievance reporting channels.

The channels shall be communicated to Workers during onboarding and refreshed on annual basis.

Supplier shall clearly establish and communicate (including without limitation where via policies posted in a place where Workers can easily access them) effective Grievance reporting channels, which may include (but are not limited to) telephonic or electronic (email, app) hotlines or inboxes, whether owned by Supplier or by a third party.

Supplier shall ensure that at least one of these channels allows for anonymous reporting, and shall communicate (as set forth above) the means by which Workers can report their Grievances anonymously, as well as the procedures by which their anonymity will be protected. Grievance reporting channels shall be made available to Workers in a language they understand.

1.2 Case Handling for Grievances

For Grievance issues, at a minimum, the following processes must be in place:

- Selection of a qualified, impartial investigation team
- Completion of a thorough investigation of relevant facts
- Preservation of confidentiality to the maximum extent possible
- Timely resolution and implementation of corrective measures, and remedy, if applicable
- Timely feedback to Workers throughout the handling process
- A right of appeal for any party adversely impacted by the resolution of the investigation

To ensure protection of the person reporting the Grievance and any witnesses who cooperate in the investigation, a policy should be in place and enforced that prohibits retaliation against such individuals.

1.3 Grievance Tracking

Supplier shall maintain an adequate record system including but not limited to:

- The dates, types and number of issues received
- Channels through which a Grievance was reported, or events took place
- Investigation reports including names and titles of persons involved in the investigation process, or participants in events

- Issues identified and improvements undertaken
- Associated resolutions and appeals
- Feedback provided to Workers regarding resolutions where applicable
- Time taken to resolve Worker Grievance

1.4 Protection and Non-Retaliation

A Worker or prospective Worker shall be able to report any Grievance, or provide feedback, or participate in the investigation of such, in a safe environment without fear of reprisal, dismissal, discrimination, Harassment, intimidation, retaliation, or any other penalty of any form when raised in Good Faith.

Supplier shall also ensure Workers' identities are protected to the maximum extent possible to prevent retaliation and ensure confidentiality, and that any private information is disclosed only to Supplier personnel or parties required or permitted to access the information by law, or as required to conduct a good-faith, thorough investigation of any Grievance.

2. Worker Engagement

Supplier shall proactively solicit Workers' feedback through different channels, including but not limited to periodic (at least once per year) surveys, interviews, dialogue with Workers, or similar mechanisms designed to understand overall Worker satisfaction from recruitment, onboarding, resignation, to termination. Feedback shall cover areas including but not limited to:

- Wages and benefits
- Workplace conditions
- Employment relation
- Healthcare and well-being
- Living condition
- Education and training

Supplier shall ensure these channels are available to all Workers who wish to participate, and in the language(s) in which Workers communicate in the workplace (if that language differs from their native language(s)).

Supplier shall identify areas for improvement based on the feedback and develop specific plans to address Worker wellbeing and the workplace experience.

Supplier shall provide periodic updates to Workers on feedback received from surveys and other channels.



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1. Regulatory Permits

Supplier shall obtain, retain, and manage valid or current copies of all necessary occupational health and safety-related permits, licenses, registrations, and regulatory approvals as required by applicable regulatory requirements.

2. Occupational Health and Safety Risk Assessment

2.1 Risk Assessment

Supplier shall establish a process to identify and document foreseeable occupational health and safety hazards. Foreseeable hazards include but are not limited to: physical, chemical, and biological hazards. Sources or tools for hazard recognition include process diagram, material inventory, equipment list, task list, employee reporting, inspection findings, past incident record, etc.

Examples of risk assessment methods include but are not limited to:

- Process Hazard Analysis
- Job Hazards Analysis
- Exposure Assessment

Risk assessments shall be conducted by personnel with expertise in the selected methodology.

For any high risk process, for example anodizing and plating process, Supplier shall conduct risk assessment by qualified personnel. Where possible, this review should take place prior to the start of manufacturing. This process shall also be applied to any modification of the process. Please refer to the applicable Critical to Safety Specification for minimum required safety controls.

Supplier shall conduct a risk evaluation of new or changed operations including new or changed equipment, workplace station, workplace location, or processes before being put into production or service.

The outcome of risk evaluations shall include actionable risk control solutions for any identified risks.

Risk evaluations shall additionally specify non-production activities such as, but not limited to: maintenance tasks, storage and transportation of Hazardous substances, waste management, and emergency response preparedness activities.

Risk assessment results shall be documented and action items shall be followed up on through the point of closure.

Risk assessment studies shall be periodically reviewed and revalidated. The period shall be at least annually or based on, for example, the nature of the Hazard, level of risk and operating experience, including environment, health and safety incidents and audits findings.

2.2 Hierarchy of Controls

Supplier shall eliminate or mitigate occupational health and safety hazards identified in the workplace using the hierarchy of controls, prioritized in the following order:

- Hazard elimination
- Substitution
- Engineering controls
- Administrative controls
- PPE

3. Electrical Safety

Supplier shall establish a reliable process on electrical safety management, conduct risk assessment to identify potential electrical hazards and develop actions to reduce associated risks. The process shall be applied to the entire Supplier facility, including such areas not frequently accessed such as rooftops, basements, and false ceilings, etc. The process shall cover at least the below items:

- All electrical equipment or devices, including wirings, sockets, lighting fixtures, switches, etc, must be properly designed, installed, maintained and deemed safe for use, including:
 - Adequate grounding to prevent electrical shock and fire hazards from design to installation, and well-maintained during use;
 - Install appropriate overcurrent protection devices, such as circuit breakers or fuses, to protect electrical circuits from overloads and short circuits;
 - Use proper insulation materials and enclosures to prevent accidental contact with live electrical parts. Enclosures should be secure and robust to protect against environmental factors;
 - Pest control program to eliminate risk of electrical short circuit and associated fire risks.
- Any work that may potentially involve electrical hazards must be conducted by qualified personnel only.
- Temporary electrification shall be performed in accordance with Applicable Laws and Regulations.
- Safety inspections and maintenance shall be performed by qualified personnel to ensure electrical equipment or devices are in good condition.



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4. Lockout/Tagout¹

Lockout/Tagout programs shall be followed during all work or maintenance requiring access to Chemical delivery and recirculation lines and pumps (drained or un-drained), electrical systems, moving equipment, and bypassing or defeat of guards and/or interlocks.

Barricades and warning signs shall be placed so as to prevent unauthorized access during maintenance and cleaning activities.

5. High-Risk Tasks

Required procedures and practices for high-risk tasks shall apply to Workers and contractors performing on-site work at a Supplier facility.

5.1 Confined Spaces

Wherever work involves maintenance or cleaning activity in a confined space, confined space entry procedures shall be set up and implemented and a work permitting process shall be implemented with special precautions.

5.2 Hot Work

Appropriate hot work procedures including permitting and fire watches shall be implemented.

5.3 Work at Heights

Appropriate fall protection shall be worn and a work permitting process shall be implemented when working from heights exceeding of 6 feet (2 meters).

5.4 Hoists and Cranes

All operations involving the use of hoists and/or cranes shall have documented and implemented operating procedures. Operators shall obtain all required qualifications and licenses before performing such operations.

5.5 Powered Industrial Truck

Supplier shall establish and implement a written program to properly manage the use of powered industrial trucks, used to raise, lower, or remove large or numerous small objects on pallets, crates, or other containers, which include but may not be limited to forklift trucks,

powered hand trucks, stackers, or other types. A risk assessment must be undertaken to develop adequate control measures to ensure workplace safety and prevent injuries/accidents.

All powered industrial truck and associated drivers/operators must be authorized with necessary permits/licenses prior to being operated per Applicable Laws and Regulations.

Supplier shall ensure regular inspections and maintenance are performed for powered industrial trucks per Applicable Laws and Regulations and maintain relevant records.

6. Industrial Hygiene

6.1 Monitoring/Assessment

Supplier shall have qualified personnel or an external organization conduct industrial hygiene monitoring/assessment in the workplace at least annually or as per applicable regulations.

If the monitoring results exceed the local regulatory Occupational Exposure Limit or other more stringent OEL referenced by Apple, Supplier shall take immediate action to provide appropriate engineering controls or temporary PPE until there are three consecutive monitoring results below the Occupational Exposure Limit, each at least one day apart.

When an existing production process is modified, a new production line is introduced, or new products are being manufactured, Supplier shall determine whether additional industrial hygiene monitoring is required by evaluating the MSDS (SDS) of the Hazardous Chemicals used or any physical / biological occupational hazard elements associated with the modified or new process.

6.2 Radiation Safety Management

Supplier shall ensure all Ionizing (e.g. X-ray) Radiation devices and Non-ionizing Radiation devices² are operated in compliance with Applicable Laws and Regulations and requirements stated hereunder without regard to ownership of the equipment.

Radiation equipment shall be:

- Required to undergo complete risk assessment;
- Equipped with proper warning signs, alarms, lights, labels as required by Applicable Laws and Regulations;
- Installed with proper safety devices (e.g. interlocks, enclosure, ventilation) on operating doors and service panels as required by Applicable Laws and Regulations.

¹ Lockout means the placement of a Lockout Device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the Lockout Device is removed. Lockout Device means any device that uses positive means, such as a lock, to hold an energy-isolating device in a safe position, thereby preventing the energizing of machinery or equipment. Tagout means the placement of a Tagout Device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the Tagout Device is removed. Tagout Device means any prominent warning device, such as a tag and a means of attachment, that can be securely fastened to an energy-isolating device to indicate that the machine or equipment to which it is attached may not be operated until the Tagout Device is removed.

² Non-ionizing Radiation is a series of energy waves composed of oscillating electric and magnetic fields traveling at the speed of light, such as ultraviolet (UV), infrared (IR), Lasers.



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Supplier shall take reasonable steps to ensure Workers are protected against exposure to radiation by:

- Maintaining radiation equipment and safety devices properly;
- Performing radiation level measurements at least annually or as per the local regulation, whichever interval is shorter, by a qualified resource;
- Performing radiation detections after any maintenance involving the lead chamber, moving or installing radiation equipment;
- Operating radiation devices in a controlled-access area and any personnel entering the control area shall wear personal dosimeters where such requirements are mandated by law;
- Assigning proper PPE aligned with the risk level of operation;
- Developing Standard Operating Procedures (“SOPs”);
- Performing safety checks after tool installation or re-installation, which should include, but is not limited to:
 - Warning label
 - Warning light
 - Safety device
 - Emergency machine shut off
 - Training the Workers who may come in contact with the radiation equipment

Suppliers shall assign a directly responsible individual for radiation safety management. This individual must be trained on radiation safety management and, if applicable, hold radiation safety certifications as required by law.

Where required by local law, Suppliers shall maintain records demonstrating compliance to radiation Worker’s occupational health surveillance.

6.3 Ventilation

Exhaust ventilation shall be installed in the work area to effectively collect and remove air emissions of Hazardous Chemicals. Exhaust ventilation systems shall be monitored to employ adequate air speeds and airflow rates, and volumes and ventilation rates to ensure effective removal of the Hazardous emissions.

Emission collection devices shall be installed as close to the source of the emissions as possible to improve capture efficiencies. Ducts and pipes shall be made of materials that are compatible with their intended use and be maintained and inspected regularly. Incompatible Chemicals shall not be vented in same exhaust system. Processes using

toxic or flammable gases or vapors or combustible dusts shall be conducted in rooms or chambers that have negative pressure relative to occupied areas.

6.4 Water Quality Monitoring / Assessment

Supplier shall have qualified personnel or an external organization conduct water quality monitoring/assessment in the workplace at least annually, or as per applicable regulations. Drinking water samples from dispensers must be taken and analyzed at each building to ensure a full coverage of the entire facility. Secondary water supply samples from holding tanks must be taken and analyzed from each individual tank present at the facility.

7. Medical Surveillance

Supplier shall establish an occupational health surveillance system to identify Workers who are routinely exposed to occupational hazards, the workstations, the length of time which they have worked at the stations, their pre-task, on the job, post-task, and post-emergency medical surveillance records. The system shall meet the requirements as per local regulations. Medical surveillance shall be conducted by a qualified clinic. Medical surveillance results shall be provided to the tested Workers upon request.

For any Workers routinely exposed to occupational hazards, Supplier shall provide:

- Pre-job medical surveillance to new Workers before starting work;
- On the job medical surveillance to Workers at least once every two years or per applicable laws or regulations, whichever is more stringent;
- Post-job medical surveillance to Workers who leave the position;
- Medical surveillance to Workers before the Supplier closes business, merges with another organization, or spins off;
- Medical surveillance to Workers exposed to Hazardous Chemicals after emergency situations.



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If a Worker has abnormal medical surveillance results related to exposures received at the Supplier's facility:

- Worker shall be removed from the current job immediately and offered another position in the facility;
- Supplier is prohibited from terminating the labor contract with the Worker due to the medical surveillance results;
- Supplier shall provide medical treatment to the Worker;
- Supplier shall provide re-examination to the Worker;
- Supplier shall cover the medical treatment, re-examination, and rehabilitation cost for the Worker.

8. Personal Protective Equipment (PPE)

Appropriate PPE shall be provided to all personnel at risk of exposure to occupational hazards within the worksite. PPE provided must be according to applicable regulations and/or based on recommendations in the SDS/risk assessment results. All Workers must be trained on the correct use of PPE before work.

PPE shall be properly maintained and stored, and inspected and replaced periodically based on the manufacturer's instructions.

9. Ergonomics

Supplier shall implement a documented process to identify, evaluate, and control workplace Ergonomic Hazards.

Ergonomic risk assessments shall include identification of jobs and tasks with potential Ergonomic Hazards. Inputs may include but are not limited to task observation, Worker / supervisor feedback, and Worker surveys.

Ergonomic risk assessments shall be conducted on all new or modified production lines, equipment, tools, and workstations prior to being put into production. Potential risk factors may include but need not be limited to:

- Impact on muscles and joints (such as fingers/hand/wrist, arms/shoulder, neck, back, legs, feet) including dynamic movements, static postures, force, and twisting
- Contact pressure (such as fingers, palm, and forearms)
- Vibration (such as arms, full body)
- Control of operating speed

- Repetition
- Illumination
- Lifting
- Noise
- Temperature
- Work duration

Supplier shall implement controls to reduce Ergonomic Hazards and shall document the process from implementation through elimination or reduction of the Ergonomic Hazard(s). These jobs and tasks shall be re-assessed prior to starting production with an ergonomic task analysis to ensure reduction or elimination of Ergonomic Hazards.

10. Combustible Dust

Any dust used or created by one of the following processes shall be considered a potential combustible dust hazard:

- A process where a dry or wet dust collector is being used to collect dust;
- Any grinding, sanding, cutting, milling, routing, or drilling process that creates dust;
- Any polishing or buffing process that creates dust;
- Any other process or manufacturing operation that generates or handles dust or media blasting or other powders.

Supplier shall conduct combustible dust assessments and mitigate risks as per regulatory requirements and the Combustible Dust Specification on all potential combustible dust hazards.

11. Contractor Management

Supplier shall establish and implement a procedure to manage and monitor contractor work onsite in accordance with all applicable health and safety laws and regulations. This includes but is not limited to:

- Training in EHS requirements, including emergency procedures, before the start of work
- Performing a risk assessment
- Contractor access control process
- High risk tasks management process
- Reporting of EHS incidents



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12. Health and Safety Worker Committee

Supplier shall establish a Health and Safety Worker committee at workplace inclusive of Workers. The committee shall be provided with trainings and be engaged in review and continuous improvement of safety practices.

13. Training and Communication

Suppliers shall implement an occupational health and safety training management system with a strategy and execution plan that meets the demands of regulatory requirements, industry standards, and Apple’s Standards. The occupational health and safety topics shall be based upon regulatory requirements and types of operations conducted.

Supplier shall provide Workers with appropriate workplace health and safety training in one or more languages so that all Workers understand such training.

Health and safety related information shall be clearly posted in the facility.



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1. Chemical Identification and Evaluation

Supplier shall implement a documented program to identify, evaluate and control adverse effects of processes and operations that handle chemicals. This program shall be based on a thorough risk assessment of the hazards that will be encountered in the workplace/facility relating to chemical operations being carried out at the facility.

Supplier shall establish and implement a written program to track, review, and approve the use of all Hazardous Chemicals and shall obtain internal Environmental, Health, and Safety (EHS) approvals for all new purchases of Hazardous Chemicals prior to use. Supplier shall ensure that its selection processes for all new Hazardous Chemicals include a thorough evaluation of non-Hazardous alternatives.

Supplier shall develop and maintain an up-to-date written Chemical inventory detailing all Hazardous Chemicals introduced to the facility. Supplier shall review the Hazardous Chemical inventory annually and update it to reflect process, formula, material, and product changes.

Chemical data shall be disclosed to Apple in accordance with Apple’s Regulated Substances Specification 069-0135.

Supplier shall ensure that the Hazardous Chemical inventory includes but is not limited to:

- Chemical product information (commercial name, Chemical Abstract Service (CAS) number, chemical manufacturer)
- Purpose for use
- Location of use and storage
- Quantity of the Hazardous Chemical used annually
- Maximum legally allowable storage limits (where applicable)
- Exposure information (frequency, duration, and people exposed)
- Application and control information
- Test results for cleaners per the Regulated Substances Specification 069-0135

Chemical inventory data and supporting documents shall be disclosed to Apple for review upon its request.

A Chemical compatibility chart shall be developed for the Hazardous Chemicals used and stored on the site.

Supplier shall comply with the Regulated Substances Specification, 069-0135, for all materials and goods it manufactures for, or provides to, Apple.

2. Hazardous Chemical Handling

Hazardous Chemicals shall be handled in accordance with the requirements of the International Fire Code (IFC) as published by the International Code Council, or applicable standards, laws, and regulations.

The use or handling of Hazardous Chemicals shall not take place in any area where it may present an immediate danger to health or the environment due to spillage, fire, or reactivity.

Hazardous Chemical transportation devices shall be equipped with a means to secure the containers of Hazardous Chemicals to the device and shall include Secondary Containment equal to the volume of the materials transported unless there is no possibility of spillage due to the packaging (such as sealed metal containers).

2.1 Hazardous Chemical Storage

Chemicals shall be stored according to Applicable laws and regulations and meet the below requirements:

- Stored in compatible containers that are not damaged and have no leakage. Regular inspections shall be conducted to review container integrity;
- Not stored where they can be affected by weather;
- Chemical storage shall follow manufacturer’s storage instructions;
- Segregated from incompatible Chemicals in accordance with Supplier’s Chemical compatibility matrix;
- Protective measures in place for any stacked chemicals to prevent falling;
- No stacking of Hazardous Chemical containers where there is a risk of spillage. Metal drums containing liquids (such as 55-gallon drums) shall not be stacked unless each individual drum is secured to a stacking device (equipment or fixtures specifically designed for drum stacking).

Hazardous Chemical storage areas shall be equipped with, but not be limited to:

- Appropriate ventilation
- Appropriate fire prevention and control equipment
- Temperature and humidity measurement and control devices
- Detectors for any Hazardous gases
- Secondary Containment
- A dike to prevent spillage from exiting the storage area



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- Anti-static devices and explosion-proof electrical devices for flammable and combustible Chemical warehousing
- Appropriate PPE
- Emergency equipment, including safety shower, eyewash, and spill kit

2.2 Storage and operation with Compressed Gases

Compressed gases possess several hazards as discussed here which include but are not limited to:

- Fire and explosion hazards of flammable, pyrophoric, or reactive gases;
- Health hazards of toxic, corrosive, or asphyxiant gases;
- Pressure hazards due to the high pressures within most cylinders that can result in rapid release and subsequent violent pin wheeling or propulsion (rocketing) of the cylinder;
- Safety hazards, due to the weight of the cylinders, during handling and storage operations.

Supplier should assess each type of compressed gas for the type of hazards associated with it and provide proper safeguards. Suppliers storing compressed gases at the facility in accordance with Applicable Laws and Regulations, should follow National Fire Protection Association (NFPA) 55 and International Fire Code’s established maximum allowable quantity (MAQ) of compressed gas that can be used and stored within a building in absence of Applicable Laws and Regulations. Compressed gas cylinders should be secured with chains and stored in a well-ventilated area.

2.3 Bulk/Tank Storage

Supplier shall install Secondary Containment for Underground Storage Tanks and perform tank integrity tests at least biennially to detect failures of the primary or Secondary Containment structures or leakage into the Secondary Containment system. Supplier shall have a system to detect leakage at an early stage by visual inspection, meter monitoring, or other measures.

Supplier shall conduct regular visual inspections for all Secondary Containment areas and Above Ground Storage Tanks (including tankage).

Hazardous Chemicals shall be transported between work areas in the original shipping container except when transferred to smaller compatible containers for transport that are labeled appropriately. Workers are required to use an appropriate device when transporting large or multiple containers of Hazardous Chemicals.

A register of Underground Storage Tanks and Above Ground Storage Tanks shall include the following information for each:

- Construction date, type, and material
- Location, dimensions, and capacity
- Design pressure and operating temperature and pressure
- Current status (for example: in use, temporarily out of service, decommissioned)
- Appurtenances (for example: pumps, piping, valves, gauges, connections to other vessels, testing ports, instrumentation, controls)
- Spill/leakage prevention systems
- Spill/leakage detection systems
- Inspection, maintenance, and repair records

2.4 Chemical Hazard Training Communication

Supplier shall communicate the risks of Hazardous Chemicals and subsequent control mechanisms to mitigate those risks to Workers. Control mechanisms include, but are not limited to, engineering, administrative, and PPE controls. PPE signage shall be provided at workstations where PPE is required to be used during operations. This training and communication shall also be provided when a new chemical or chemical process is introduced or changed and on emergency response associated with chemical process and operations.

The Material Safety Data Sheet or the Safety Data Sheet of the Hazardous Chemicals used in the facility shall be written in one or more languages so that all Workers understand all such sheets, and they should be readily accessible to Workers in the areas where the Hazardous Chemicals are used.

All Chemical containers and Chemical process tanks in the workplace shall be labeled as per Applicable Laws and Regulations and must contain label(s) stating the name of the Chemical therein and any health, safety, and/or environmental warnings provided in the Material Safety Data Sheet or Safety Data Sheet. Codes and pictograms may be used, but must comply with the Globally Harmonized System for Classification and Labeling of Chemicals, and Workers must have knowledge of the meaning of the codes and pictograms. The National Fire Protection Association (NFPA) Standard 704 Hazardous Identification System is recommended for labeling Hazardous Chemical containers.

All Chemical-transporting pipelines in the workplace must have labels stating the name and flow direction of any Hazardous Chemicals being transported. Pipelines shall use the



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proper color scheme as per applicable standards and regulations, or, if no standard exists, in accordance with ANSI/ASME A1 Scheme for the Identification of Piping Systems.

3. Operational practices for Hazardous Chemicals processes

The following section lists practices for Hazardous processes and minimum requirements for safe management of such operations are discussed. Supplier should perform their own due diligence with their CMT and ensure the practices mentioned below are adequate for properly safeguarding the chemical operation at their facilities. In many cases, more detailed assessment and controls will be required to fully protect people and the planet from any adverse impacts of these operations.

3.1 Sensors and alarms

Any operation involving flammable toxins or asphyxiants should be evaluated if it requires appropriate sensors such as oxygen or low explosive limit (LEL) monitors strategically located to sense presence of gases and vapors and alert the employees via an audio-visual alarm. Employees must be trained to properly respond to such alarms.

3.2 Area classification

Chemical hazards in each area and process should be properly identified and the area should meet Hazardous area classification as required by local Applicable Laws and Regulations. Electrical devices in the classified area should be rated for use in the area.

3.3 Local exhaust ventilation

Local exhaust ventilation should be installed to direct chemical vapors away from employees and work in enclosed locations. Local exhaust ventilation should be designed for the specific chemical process and periodically checked to ensure its effectiveness.

4. Management of Hazardous substances above Threshold quantities

4.1 Process Safety Management

Suppliers that formulate, store, consume, or otherwise manage highly Hazardous, flammable, explosive or toxic materials above the threshold quantities identified by Applicable Laws and Regulations must implement a documented process safety management system ("PSM System") designed to prevent or minimize the consequences of a catastrophic release or explosion. Locally-specified threshold quantities and PSM System regulations shall be applied.

Where local PSM System regulations have not been established or are deemed insufficient by Apple, the threshold quantities in and requirements of the US Occupational Health and Safety Administration PSM System regulations detailed within 29 CFR 1910.119 shall be deemed applicable.



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2. Risk Assessment

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This standard applies to all properties owned or leased by Supplier which includes but is not limited to buildings, facilities, utilities and installations.

Supplier shall develop and implement a program to ensure its fire safety during property design, construction, renovation, utilization, decommissioning processes, and perform fire risk assessment with proper emergency response plans to mitigate risks and harms to life, environment, and property.

1. Regulatory Permits

Supplier shall obtain, retain, and manage valid copies of all necessary fire permits, licenses, registration, and regulatory approvals as required by Applicable Laws and Regulations.

Supplier shall properly plan and ensure adequate lead time to update its fire permits for any alteration including but not limited to renovation, re-layout and changes of property purposes, usages or processes as per Applicable Laws and Regulations.

2. Risk Assessment

Supplier shall ensure that a thorough fire safety risk assessment is performed by qualified personnel. The purpose of the risk assessment is to determine all necessary fire safety related measures.

Adequate and timely risk control measures shall be developed based on the risk assessment results. Any fire risk as identified (e.g. combustible dust, chemicals related, electrical fire, battery charging, storage and destruction) shall be adequately controlled with sufficient fire safety equipment and any other preventive measures.

The risk assessment shall be performed at least once a year, and whenever there are changes including but not limited to addition of buildings, renovation, new equipment, or change of layout and/or processes, etc.

Supplier shall establish a fire safety process to ensure battery manufacturing and recycling facilities have performed adequate risk assessment in areas where batteries are used and stored. The process shall also, at least but not limited to, identify batteries with safety risks, such as damage or leakage.

Preventive fire hazard measures shall be in place in areas used to store or discharge batteries, with adequate fire fighting systems.

3. Fire Safety Design

Supplier shall have a process in place to ensure full compliance with fire safety related Applicable Laws and Regulations and Code requirements in terms of its designing related to fire for all relevant properties. This includes but not limited to the below items:

Layout

The overall layout of the properties or building floors shall meet the general considerations of reducing fire hazards and facilitating fire-fighting and rescue purposes.

Fire Barriers

Different fire compartments shall be protected by installation of physical fire barriers, including but not limited to fire walls.

Fire Walls

Openings in fire walls and fire barrier walls shall be protected by self-closing fire doors that have fire-resistance ratings equivalent to the wall design.

Materials of Construction

The materials used for property construction, renovation or refurbishment, including but not limited to walls, doors, ceilings (including false ceilings), electrical shafts, pipe wells, ventilation ducts, fire barriers and cleanrooms etc, must be fire proof, fire retardant, or fire resistance to match different property purposes, functions and fire hazard levels, etc.

Fire Compartment

The space of a property must be reasonably divided into different fire compartments dependent on functions or usages to ensure any fire accident that occurs in one compartment shall be adequately contained or controlled to prevent further spreading to the others.

4. Emergency Response

Supplier shall develop a written fire emergency response plan to address foreseeable fire emergencies, including procedures for when a fire emergency situation occurs. Supplier shall ensure compliance to all requirements in Emergency Response and Preparedness standard.



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Firefighting Equipment

Supplier shall install and properly maintain all legally mandated or recommended equipment including, but not limited to, fire alarms, smoke detector, fire sprinklers to detect, notify of, monitor and suppress fires. Asbestos-containing fire- suppression materials (for example, blankets) are prohibited.

Inspection and Maintenance

Supplier shall ensure that all firefighting equipment is periodically tested as per manufacturer’s instruction or recommendations, and that malfunctioning/nonfunctional equipment is identified and repaired. All inspections must be carried out at least annually or as otherwise required by Applicable Laws and Regulations, and records of such inspections and maintenance must be maintained and made available to Apple for review upon its request.

Fire Drill

Fire drills shall be conducted on a frequency per Applicable Laws and Regulations. In the absence of Applicable Laws or Regulations, then the frequency shall be at least semi-annually.

The drills shall cover all Workers, and Supplier shall evaluate Workers’ emergency evacuation performance. Records of all evacuation drills shall detail evacuation speed, number of Workers participating, and potential improvements.



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1. Emergency Planning

1.1 Emergency Scenario

Supplier shall identify and evaluate the likelihood of different types of emergencies based on its production processes, chemical consumption and utility operation, in addition to local geographic, geologic, and meteorological conditions. Emergency scenarios may include fire, explosion, flooding, chemical spillage, power outage or natural disasters.

1.2 Emergency Response Plan

Based on these potential emergency scenarios, Supplier shall develop written emergency response plans to address foreseeable emergencies.

1.3 Emergency Procedure

Supplier shall follow the procedures defined in its emergency response plan when an emergency situation occurs. The basic elements of an appropriate plan are as follows:

1.3.1 Emergency Response Team

Supplier shall organize and assign trained Workers to form an emergency response team (“ERT”) at each facility that shall be available during all working shifts. The ERT shall have the obligation and authority to direct the Supplier’s response to emergencies to ensure the protection of Worker health and safety, the environment, and property.

1.3.2 Communication

Supplier shall have reliable and effective mechanisms of internal and external communication for notification of emergencies and subsequent evacuation of all persons in the facility. The communication mechanisms shall be audible throughout the entire facility. Supplier shall also develop and maintain the capability to inform the surrounding community, the public, the authorities, and appropriate government agencies in all emergency scenarios, such as release of toxins into the environment or chemical spillage.

1.3.3 Evacuation and Assembly

Supplier shall immediately evacuate its facility in any emergency situation where the health and safety of the Workers may be threatened. Evacuations shall be conducted under the guidance of designated trained personnel who must direct Workers to clearly marked safe Assembly Areas. Workers must not return to previously unsafe areas unless

and until the emergency situation is resolved and the facility is declared safe by the appropriate authorities and/or other trained and authorized personnel.

2. Emergency Preparedness Facility Requirements

2.1 Aisles

Aisles between process and production lines shall be clearly marked, unobstructed, and made from non-slippery material. Width of the aisles shall be maintained as per legal requirements.

2.2 Emergency Exits and Exit Signs

Supplier shall allocate sufficient emergency exits in buildings, according to the building size and number of occupants, in compliance with all Applicable Laws and Regulations and prudent safety practice. Emergency exit doors shall:

- Not be blocked, obstructed, or locked at any time when Workers are present in the facility
- Open outward
- Be clearly marked with an “Exit” sign or symbol that meets Applicable Laws and Regulations and is universally understood by all Workers
- Be in good working order
- Normally be in the closed position

Emergency exit signs shall be visible in the dark and during power outages, powered by battery power or back-up electricity from the facility.

2.3 Evacuation Map

Supplier shall post an accurate, up-to-date and correctly oriented evacuation map in all process and production areas, meeting rooms, dining and living areas, and other public spaces. The evacuation map shall be clearly marked in a language understood by all Workers with viewer’s position and nearest exit routes and muster points.

2.4 Assembly Area

Supplier shall designate a clearly marked, unobstructed, open space for assembly of Workers during emergency situations.

Evacuated Workers must be able to safely assemble at a reasonable distance from emergency exits so as not to interfere with the safe evacuation of the buildings in the event of an emergency.



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2.5 Elevators

Supplier shall post signs (in one or more languages such that all Workers understand such signs) on all elevators to prevent usage during emergencies, unless the elevator is designed for firefighting or other emergency use.

3. Emergency Equipment

Supplier shall ensure that proper type of emergency equipment and systems are installed and maintained as per Applicable Laws and Regulations.

3.1 Emergency Lighting

Supplier shall provide adequate, functional emergency lighting in stairs, aisles, corridors, ramps, passageways leading to exits, and in other areas as required by Applicable Laws and Regulations. Emergency lighting may be powered by either battery or backup generator.

3.2 Shutdown Devices

Supplier shall install manual or automatic shutdown devices on any Hazardous production equipment to avoid injury or damage in an emergency.

3.3 First Aid Equipment

Supplier shall ensure that an adequate supply of appropriate medical equipment is available throughout the facility, well maintained, and easily accessible to all Workers. Supplier shall train a sufficient number of Workers in First Aid.

4. Inspection and Maintenance of Emergency Equipment

Supplier shall ensure that all emergency equipment is periodically tested as per manufacturers' instruction or recommendations, and that malfunctioning/nonfunctional equipment is identified and repaired. All inspections must be carried out at least annually or as otherwise required by Applicable Laws and Regulations, and records of such inspections and maintenance must be maintained and made available to Apple for review upon its request.

5. Emergency Contacts

Supplier shall assign emergency contacts in each work unit and for all shifts to enable internal communication in emergencies. Contact information for internal and external emergency responders/agencies shall be posted in a language understood by all Workers in public areas that are easily accessible to Workers.

6. Training

Supplier shall provide emergency response plan training to all Workers. All Workers must be informed of changes in company policy or procedures related to emergency preparedness within 30 days of implementation. Training shall be delivered at least annually to all relevant/ designated persons.

Supplier shall provide information to vendors, contractors, and other temporary visitors about the evacuation routes, Assembly Areas, and emergency contacts and procedures.

7. Emergency Drills

Emergency response drills and evacuation drills shall be conducted on a frequency per Applicable Laws and Regulations. In the absence of Applicable Laws or Regulations, then the frequency shall be at least semi-annually.

The emergency and evacuation drill shall cover all Workers, and Supplier shall evaluate Workers' emergency evacuation performance.



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1. Infectious Disease Planning

Supplier shall implement a documented Infectious Disease preparedness and response process to (i) identify, evaluate, and control workplace Infectious Disease transmission and (ii) monitor the guidance of relevant health agencies in order to determine how best to incorporate recommendations into the ID planning. This program shall be based on a thorough risk assessment of the hazards that could be encountered in the workplace relating to the infectious diseases.

Supplier shall follow the procedures defined in its infectious disease response plan when such a situation occurs. The plan should include the following elements:

- Analysis of potential of an infectious disease that Workers might be exposed to, including specific risk factors for employees;
- A system to identify and implement controls necessary to mitigate these risks;
- Process for the identification, isolation, and transportation of infected individuals;
- Cleaning and decontamination procedures for workstation, isolation room, dormitory, and other common areas (as applicable);
- Identification of service providers for specialized cleaning and decontamination where needed;
- Identification of medical and laboratory service providers.

2. Infectious Disease Practices

2.1 Workers

Supplier shall ensure that:

- Workers are protected against any improper discrimination, Harassment or retaliation for Infectious Disease-related reasons;
- Effort to protect Worker confidentiality is taken in accordance with Applicable Laws and Regulations when cases are reported; and
- Workers are paid as per Applicable Laws and Regulations for medical observation, quarantine, treatment and downtime/recovery period related to an Infectious Disease.

2.2 Personal Hygiene

Supplier shall:

- Provide adequate facilities for hand washing and drying, including hygiene and sanitation supplies such as, but not limited to hand soap, non-reusable towels, hand sanitizers, etc.;

- Encourage Workers to stay home if they are sick;
- Discourage Workers from sharing phones, tools or equipment when possible; and
- Ensure Workers receive appropriate vaccinations and follow all applicable health and safety measures in accordance with local government requirements and recommendations.

2.3 Supplies

Supplier shall maintain an inventory of supplies required to protect Workers and contain spread of an Infectious Disease. Supplier shall maintain adequate supply of these items at all times. These may include the following:

- Hand soap or optional hand sanitizer in all washrooms
- Face masks, N95 respirators (should be fit tested), gloves, gowns (or protective clothing), and protective eyewear
- Cleaning and disinfecting supplies, including clean cloths, soap, and disinfection agents
- Supplies that may be useful to detect and control the spread of disease (e.g. thermometers, barrier screens, test kits, etc.)

Supplier shall also maintain protocol for proper hygienic disposal of all the supplies.

2.4 Airflow and waterborne spread

All air flow and water supply systems will meet standards according to Applicable Laws and Regulations and specifications. Ventilation and water supply systems will be monitored in accordance with engineering and manufacturing recommendations and will be properly installed and maintained.

3. Infectious Disease Surveillance and Reporting

Supplier shall have a defined process in place to ensure adequate surveillance of Infectious Diseases in the workplace as well as in the local community, nationally, and internationally. If an infectious disease emergency (whether epidemic, endemic, or pandemic) is declared by local authorities, Supplier shall:

- Increase its Infectious Disease related precautions in workplace; and
- Take reasonable actions to avoid spread of Infectious Disease in workplace according to guidelines provided by local authorities.



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3.1 Case Handling

Supplier shall encourage its Workers to report any symptoms of Infectious Disease in a timely manner. If Supplier suspects a case of infectious disease at the facility, Supplier shall:

- Safely isolate and transfer the infected individuals;
- Do their due diligence to identify all individuals who might have made contact with the suspected/infected person, alert them, and provide testing if necessary;
- Enhance cleaning and disinfection at the facility per the guidance of the appropriate experts/authorities;
- Alert or work with the local authorities, in cases of an infectious disease outbreak being confirmed within the facility or the local community. Guidance from the authority could include a reduction in Workers' working hours, a reduction in number of employees working at the facility, or closure of the facility; and
- Reopen its facility according to local authorities' guidelines if required.

3.2 Reporting

Supplier shall have a process to report suspected or confirmed cases at the workplace and, when required, Supplier shall report any infectious disease cases to local authorities per Applicable Laws and Regulations.

Suppliers shall comply with Apple Supplier Incident Reporting requirements to report any infectious disease incidents that are of public concern.



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1. Incident Tracking Mechanisms

Supplier shall have a system for Workers to report health and safety Incidents and Near-Misses. Supplier shall have a mechanism to track all Incidents. The mechanism shall include at least the following:

- Incident classification
- Incident investigation
- Incident reporting
- Overall incident trend analysis

2. Incident Investigation

2.1 Root Cause Investigation

On a regular basis and immediately following material Incidents, Supplier shall analyze Incident data including Incident tracking and medical surveillance, as well as Incident scene and witness testimony data.

Supplier shall conduct root cause analysis to determine the immediate causes, root causes, and management system failures that contributed to Incident occurrences.

2.2 Corrective and Preventative Actions

Supplier shall perform corrective and preventive actions to mitigate risks. Each immediate and root cause shall have at least one corrective and preventative action identified and conducted. Each corrective and preventative action shall be assigned to directly responsible individual(s) and shall be tracked through timely closure.

2.3 Medical Assistance and Return to Work

If a Worker is injured at Supplier’s facility, Supplier shall:

- Provide necessary medical treatment immediately after the Incident;
- Provide post-Incident medical surveillance as per applicable legal requirements and the Worker’s needs as diagnosed by a specialized medical practitioner;
- Not terminate the labor contract with the Worker because of injuries sustained at Supplier’s facility or while working;

- Make reasonable efforts to accommodate the Worker’s return to work, which may include rearranging working time, providing special equipment and opportunities for rest breaks, allowing time off for medical appointments or part-time work, and other appropriate return-to-work arrangements; and
- Cover the cost of the Worker’s medical treatment, re-examination and rehabilitation.

3. Incident Reporting

3.1 Regulatory Reporting

Supplier shall comply with all Applicable Laws and Regulations regarding reporting of Incidents.

3.2 Reporting to Apple

Supplier shall report any severe injuries, fatality or other Incidents of public concern (e.g., multiple people seriously injured, individuals affected by pandemic/epidemic illness) to Apple within 24 hours of the Incident.

The Incident report shall include (but is not limited to):

- Location of facility and incident
- Time of incident
- Site description
- Incident description
- Number of injured, dead, and/or missing
- Control measures and remedial actions



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1. Regulatory Permits

Supplier shall obtain, retain, and manage valid current copies of all necessary dormitories and dining related permits, licenses, registration, and regulatory approvals as required by Applicable Laws and Regulations.

2. Dormitory

2.1 Basic Conditions

All dormitories shall be located within a reasonable distance from the workplace with recommended travel time of less than one hour.

In cases where Supplier is providing transportation to Workers, Supplier shall perform due diligence while choosing third party transportation providers to ensure safety and reliability of the transportation. The transportation schedule shall be based on shift timings and pickup locations shall be safe and conveniently located.

All dormitory buildings shall be separate from buildings that contain production, warehousing, or chemical storage areas.

All dormitory rooms shall be totally enclosed spaces with solid floor to ceiling walls or partitions. Temporary partitions such as cupboards, tables, screens or other movable items are not acceptable. Dormitories must have adequate lighting, heat and ventilation.

Supplier shall conduct risk assessments periodically, taking into consideration the climate of the location, temperature ranges, common practices in the region, and Worker feedback to determine proper heating and cooling measures in dormitory rooms.

2.2 Facilities

Dormitory facilities shall be safe and shall meet all Applicable Laws and Regulations. All dormitory facilities shall meet the requirements below.

Bed

Comfortable beds, cots, or bunk beds shall be provided for each Dormitory resident. The beds provided shall at least meet the following requirements:

- Single or double layer bunk only
- One bed for one individual

- Adequate space between bunks and the following minimum space shall apply in absence of applicable legal requirement:
 - Minimum 0.7 meter clearance between upper and lower bunks of double-deck beds
 - The width of the passage between two bunk beds shall be no less than 1.2 meters

Closet and Lockers

Dormitory bedrooms shall have adequate and private arrangements such as personal closets for storing clothing and other personal belongings. Secure storage or personal locker shall be provided in each Dormitory bedroom for storing residents' valuable belongings.

Toilets and Bathrooms

For all toilets and bathrooms inside workplace, dormitory, dining, or any other areas, Supplier shall ensure all toilets and bathrooms meet the following requirements:

- Be clean and sanitary
- Equipped with sufficient lighting and proper ventilation
- Provided with adequate privacy following local custom
- Not more than 200 feet (61 meters) from each dormitory bedroom
- At least one privy seat and shower-heads per 15 occupants and minimum of one such unit for each gender in common-use toilet and bathrooms on each floor
- Appropriate gender segregation
- One solid wall from floor to ceiling shall separate toilets for different genders
- Proper marking with "men" and "women" in a language that Workers can understand
- Toilet paper or equivalent supplies, hand washing, soaps and drying facilities in public toilets are available for use at any time
- Floors sloped downward towards properly constructed floor drains
- Water tanks should be cleaned annually or as per local legal requirements

Drinking Water

Supplier shall provide access to potable water in all dormitories and it shall meet the following requirements:

- Freely available at all times to all residents and within 200 feet (61 meters) from each dormitory rooms;
- Safe for consumption and tested according to Applicable Laws and Regulation, and at least annually.



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Living Space

The living space in dormitory rooms shall meet the following requirements:

- No more than 8 occupants in one bedroom
- No less than 3 square meters of individual living space¹ per occupant excluding inside bathroom and balcony areas

2.3 Safety

Electrical Safety

Supplier shall establish an electrical safety protocol in all dormitories and it shall at least include the following:

- All electrical wiring, sockets, lighting fixtures and switches shall be properly installed and maintained in compliance with Applicable Laws and Regulations;
- Electrical equipment shall not exceed the power rating of the electrical outlet;
- Guidance for electrical equipment usage to ensure only safe electrical equipment are used.

Emergency Equipment

Smoke detectors installed in each Dormitory bedroom and all common areas. The detectors shall be tested at least annually to ensure continued proper operation.

Proper firefighting equipment shall be provided in a readily accessible place not more than 82 feet (25 meters) from each Dormitory room and common assembly rooms.

First aid kits with adequate supplies provided in each Dormitory building and readily accessible for use by residents at all times.

Egress

All dormitory rooms shall be free to exit by Workers at any time and shall not have installation of any hardware which may block Workers' exit.

All dormitory and dining halls shall be equipped with adequate, unblocked and unlocked emergency exits as per Applicable Laws and Regulations or at least two exits whichever is more stringent.

All exit doors shall open outward.

Evacuation signage, sufficient emergency lighting and unobstructed evacuation routes shall be maintained at any time.

Supplier shall designate a clearly marked and unobstructed Assembly Areas in open space.

Drills

Fire drills shall be conducted as per Applicable Laws and Regulations involve all occupants from all shifts or at least semi-annually in absence of Applicable Laws and Regulations.

Aside from the above requirements, Supplier shall also comply with all the other related requirements in Fire Safety Management Standard.

2.4 Administrative Measures

Supplier shall implement appropriate gender segregation in Dormitory. If sleeping accommodations for different genders are in the same building, separate rooms shall be provided for each gender.

Security

Supplier shall implement security measures in dormitory areas to safeguard Workers' safety and their property by:

- Access control to manage unauthorized access into the dormitory
- Monitoring methods to prevent and deter any illegal activities from happening (e.g. security patrolling, CCTV etc.)

Hygiene

Supplier shall have a program in place to maintain hygienic conditions in the dormitory. Supplier shall include the following items in the program:

- Cleaning and disinfection equipment and processes
- Pest control programs such as window screens and mosquito nets etc.

3. Dining

Supplier shall ensure that food preparation, processing, storage, and dining facilities are sanitary and comply with Applicable Laws and Regulations.

3.1 Food Preparation

Supplier shall inspect and properly label incoming food materials to ensure safety and traceability of food materials.

Food processing shall be carried out as per applicable hygiene standards, and adequate control measures shall be in place to prevent contamination or spoilage of food.

¹ Individual living space is a place that includes the provisions for private storage of personal effects for each individual inside the room, but should exclude the inside washing room areas and balcony area.



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3.2 Food Storage

Food storage, including but not limited to utensils/equipment, labeling, temperature, and pest control, should be in compliance with Applicable Laws and Regulations.

Supplier shall keep food samples as per Applicable Laws and Regulations.

3.3 Dining Facilities

Supplier shall ensure that dining areas are clean, sanitized, equipped with proper seating arrangements, lighting, heat, ventilation and hand-washing facilities.

3.4 Waste

Supplier shall store, handle and manage the disposal of all waste including but not limited to food waste as per Applicable Laws and Regulations.

3.5 Hygiene

Suppliers shall implement an effective management system to maintain the sanitary conditions of dining facilities, in accordance with Applicable Laws and Regulations, including but not limited to:

- Cleaning and disinfection protocols
- Pest control protocol
- Adequate personal hygiene practice by food handlers
- Food and water testing are carried out as per Applicable Laws and Regulations. Water shall be tested at least annually
- Valid health certificates are available for all food handlers

4. Dormitory and Dining Management

Supplier shall implement a documented dormitories and dining management process at least include the following items:

- Identification of legal requirements as well as customer requirements related to dormitories and dining;
- System in place to measure the dormitory and canteen capacity in order to meet the demands of the Workers;
- Tracking and risk assessment of any new or temporary dormitories, dining services and implementation of controls necessary to mitigate any risks identified;
- Pre-selection due diligence process for any dormitory and dining service providers.

Supplier shall report to Apple any new and removal of dormitories and dining upon request.

5. Audit and Corrective Actions

Audits

Supplier shall conduct periodic audits including periodic safety inspection in dormitories and dining to ensure compliance to Applicable Laws and Regulations and this Standard.

Corrective Actions

Supplier shall take improvement action to correct the findings from the audits.

Supplier shall ensure that audit findings and improvements related to dormitories and dining are regularly shared with Workers.

6. Worker Training and Communication

Supplier shall provide adequate training and communication on dormitory and dining to all staffs. The training shall include but not limited to the following:

- Orientation on fire safety, emergency evacuation procedures and smoking guidelines
- Practices on electrical safety
- Personal hygiene and food safety requirements to food service staff
- Any dormitories and canteen rules that impact Workers
- Dining rules and personal hygiene guidance

The training shall also be refreshed on annual basis.

7. Continuous Improvement

In addition to the requirements listed above, Supplier shall also evaluate the overall dormitories and dining conditions periodically, taking into consideration any necessary changes required to infrastructure, dormitory room conditions, dining facility conditions, amenities and services, smart home technology, and sustainability. Continuous improvements shall also be made based on the evaluation results, as well as feedback from Workers. Supplier may refer to Apple Dormitory and Dining Management Guidance for references to good practices and performance evaluation criteria.



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Supplier shall develop and implement a documented program to purchase, install and operate machines directly used to manufacture, test, and recycle Apple products in a safe manner.

1. Machine Safety Management Program

Supplier shall follow the procedures in its machine safety management program to mitigate hazards. Such program shall include the following elements:

- Establish a machine safety management procedure to assess the machine risk and maintain the overall effectiveness of risk control through the entire life cycle of machine.
- Implement machine safety requirements in different phases of life cycle:
 - Design and purchasing of machinery
 - Installation and acceptance
 - Safe operation
- Implement a system to regularly review the implementation of machine safety management through assessment/audit or other ways to ensure machine safety are well implemented.

2. Design and Purchasing of Machinery

Apple requires all new purchased machines based on new DFM (Design for Manufacturing) used directly to manufacture, test, or recycle Apple products meet the following requirements:

- Supplier shall ensure the machine builder (MB) or system integrator (SI) comply with the requirements of the Apple Safer Machine Specification (SMS) and incorporate SMS into the machine purchasing documents;
- For retrofitted or upgrade to existing machines without a new DFM, Supplier shall define its own design standards or purchasing specifications according to Applicable Laws and Regulations to ensure safety is part of any changes made during machine retrofitting or upgrade.

3. Installation of Machines

3.1 Integration into existing infrastructure

Supplier shall:

- Work with MB/SI to install machine guards or applicable controls where needed as part of machine integration;
- Provide local ventilation required to protect Workers against airborne chemical and particulate exposure if applicable;
- Provide hazard warning signs in local language on the machine.

3.2 Onsite Risk Assessment

Supplier shall define onsite risk assessment methodology to identify, evaluate, and implement controls to reduce risks. Onsite risk assessment shall be conducted and revised as appropriate when:

- Machine is newly installed
- Machine is modified
- Machine is repurposed for a different process or application
- Machine is retrofitted for a different process or application

3.3 Onsite Testing of Safety Controls

Supplier shall work with the MB/SI to perform functional testing of all safety controls to verify proper operation.

3.4 Machinery Acceptance Sign-off

Supplier shall conduct machine safety sign-off for any new or retrofitted machine.

4. Safe Operation of Machines

4.1 Standard Operating Procedure

Supplier shall develop SOPs for each machine to ensure the risk and control measures identified in routine and non-routine work (e.g. maintenance, troubleshooting) are well communicated and trained to all applicable personnel (operators, supervisors, maintenance personnel).

4.2 Regular Inspection, Testing, and Maintenance

Supplier shall implement a system to conduct regular inspection, testing and maintenance of safety devices on machines according to machine builder's recommendation.



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1. Regulatory Permits

Supplier shall have the required environmental permits and other required approvals for its current operations.

Supplier shall plan and provide adequate time to update current environmental approvals and permits for any Alteration that may change the environmental impact of Supplier's operations.

Supplier shall comply with applicable Hazardous Waste permits and reporting requirements in accordance with applicable regulations. Supplier shall perform the following actions:

- Register all Hazardous Waste in accordance with applicable regulatory requirements;
- Obtain permits for pollutant discharge, Hazardous Waste handling, Hazardous Waste storage, and Hazardous Waste transport in accordance with applicable regulatory requirements;
- Report any Alteration that may change the status of registration and permitted Hazardous Waste generation to the appropriate local and national regulatory agencies.

2. Identification of Waste Streams

Supplier shall identify all sources of Waste and characterize each Waste stream as either Hazardous Waste or Non-Hazardous Waste as per applicable regulations, or, if no regulations apply, in accordance with this Standard.

Please refer to Apple Recommended Waste Category List for details regarding common waste categories in the supply chain.

Supplier shall develop and maintain a Waste inventory for all Waste generated. The Waste inventory shall include:

- Generated quantities of Waste per month
- Waste category (Hazardous or Non-Hazardous Waste)
- Method of recycling or other waste disposal
- Names of Waste transport and disposal vendors
- Supplier shall review the facility Waste inventory annually, and shall update the Waste inventory to reflect any process or production changes
- Supplier shall maintain the inventory in electronic form and make it available for review by Apple upon request

3. Control of Waste

3.1 Waste Collection and Storage Practices

Supplier shall segregate Hazardous Waste from Non-Hazardous Waste per applicable regulations and this Standard.

Supplier shall implement responsible Waste collection and storage practices, including but not limited to:

- Collection and storage of Waste in appropriate containers based on their chemical and physical characteristics;
- Secondary Containment during the collection and transfer of Hazardous Waste from production areas to Hazardous Waste storage areas;
- Standardized labeling of Waste containers in accordance with Applicable Laws and Regulations and, at a minimum, each label shall include the type of Waste, appropriate hazard warnings, and the date of Waste origination;
- Maintenance of Waste containers in good condition and capable of preventing leaks or spills;
- Onsite storage of Hazardous Waste, which must not exceed the period required by applicable local regulations;
- Weekly inspection of Hazardous Waste containers to ensure container integrity, to prevent and control leaks, and to identify and correct missing or incorrect labels. Supplier shall maintain written copies of these weekly inspections.

3.2 Hazardous Waste Storage Areas

Supplier's Hazardous Waste storage areas shall meet the following requirements:

- Construction materials and electrical equipment shall be compatible with the Hazardous Waste stored;
- Signage shall be posted inside and outside the Hazardous Waste storage areas to indicate:
 - The nature of any hazards posed by the Hazardous Waste
 - Any PPE required to enter the area
 - Any labeling stipulated by applicable regulations and standards
 - Any restrictions on smoking and other activities
- Unauthorized access to Hazardous Waste storage areas shall be prevented;
- An enclosure or other covering that prevents exposure to the elements;
- Storage areas must be equipped with Secondary Containment that will capture and hold leaks or spills;



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- Design and construction must prevent spills or leaks from the Hazardous Waste storage area from contaminating surface water or groundwater, or from entering storm drains or sewers;
- Firefighting equipment shall be readily available and accessible;
- A functioning alarm system must alert facility Workers and outside emergency responders in the event of an emergency;
- Forced ventilation equipment must be installed in areas where volatile, acidic, caustic, or corrosive substances are stored;
- PPE must be readily available for Workers handling Hazardous Waste;
- Storage areas for PPE outside the Hazardous Waste storage area must maintain the integrity and functionality of the equipment;
- Storage areas must have sufficient space for the ingress, egress, and other movement of emergency response personnel and equipment.

4. Disposal of Waste

Supplier shall only use licensed and qualified Hazardous Waste transporters.

Supplier shall conduct due diligence of the treatment method utilized by their contracted waste disposal vendors (including Hazardous Waste and Non-Hazardous Waste disposal vendors) to dispose of waste.

If an environmental violation is identified, Supplier shall:

- Notify Apple of the Hazardous Waste transporter and its violation;
- Work with the Hazardous Waste transporter to develop, implement, and monitor corrective actions;
- Obtain approval for Hazardous Waste transfers from each applicable regulatory agency in accordance with applicable regulations;
- Complete written records and manifests for all Hazardous Waste disposal activities in accordance with local and national regulations; and
- Submit copies of records, manifests, and other required documentation to the appropriate authorities and regulatory agencies, and any relevant third parties (transporters and receivers) in accordance with applicable requirements.

5. Monitoring and Reporting of Landfill Diversion Rate

Supplier shall develop a program or have a solution to quantify and monitor Waste Landfill

Diversion Rate.¹ The manufacturer shall provide sufficient documentation for all materials entering or exiting the facility in order to demonstrate specific landfill-diversion practices.

Material documentation shall, at a minimum, include the estimated mass of each waste stream leaving the facility, as well as a description of the management procedures for the discarded materials and documentation demonstrating where the exiting materials are going (i.e. recycling, waste-to-energy, etc). Supplier shall annually report on Apple-related Waste Landfill Diversion Rate to Apple.

6. Landfill Diversion Rate Targets and Monitoring Progress

Supplier shall annually review its Landfill Diversion Rate and set targets to improve the Landfill Diversion Rate through waste reduction via process modification, material alternatives, internal or external reuse, material recycling or less than 10% of waste to energy rate.² For example, Supplier can increase the waste recyclability through more robust segregation based upon material types.

Supplier shall monitor progress of meeting the Landfill Diversion Rate improvement targets and document the results of the improvement measures upon Apple review and verification.

Supplier shall report the Landfill Diversion Rate improvement progress, with supporting documentation (as applicable) in electronic form, to Apple for quarterly review, and upon its request.

7. Operations and Maintenance

Supplier's pollution control technologies shall be operational prior to Supplier generating any Waste.

Supplier shall plan and provide adequate time to implement controls and obtain approvals for any Alteration that may change the identification, collection, storage, handling, and disposal of Hazardous Waste.

Supplier shall maintain a Waste minimization plan to assess onsite Hazardous Waste generation and to identify opportunities to minimize Hazardous Waste. If the facility's environmental permit requires meeting Hazardous Waste minimization goals, Supplier shall develop and implement a plan to meet the regulatory agency's Waste minimization goals.

¹ Waste Landfill Diversion Rate is the total percentage of discarded materials that are diverted from being sent to landfill or from being incinerated without energy recovery over a year- long period, as calculated by this formula: 1 - [(Mass Landfilled + Mass Incinerated without Energy Recovery)/Mass Discarded Material].
Mass Landfilled = Total mass of solid waste that has been disposed of in any type of landfill governed by federal requirements over a period of one year.
Mass Incinerated without Energy Recovery = Total mass of solid waste that has been incinerated in a waste incinerator that does not recover energy for beneficial reuse.

² Waste to Energy Rate means any waste management process in which the material is destroyed, and energy is captured for beneficial use, including incineration, anaerobic digestion and biomass conversion for biofuels. The total percentage of discarded materials that are sent to waste- to-energy operations can be calculated by this formula: (mass sent to waste to energy)/(mass discarded material). Zero Waste to Landfill — A facility that achieves an overall landfill diversion rate of 100%, with less than 10% of waste to energy rate, for a period of at least one (1) year.



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1. Regulatory Permits

Supplier shall obtain, retain, and manage valid or current copies of all necessary Process Water and Wastewater permits, licenses, registrations, and regulatory approvals as required by applicable regulatory requirements, including but not limited to:

- Environmental approval for current production;
- New, additional, and/or amended or updated permits/registrations prior to any Alterations;
- All wastewater discharge and water usage permit(s) per Applicable Laws and Regulations;
- Reports and/or registers of Process Wastewater discharges in accordance with Applicable Laws and Regulations;
- Where mandated by Applicable Laws and Regulations, Supplier shall develop and maintain a water monitoring system to ensure the continuance and effectiveness of water management.

2. Identification of Process Wastewater Sources

Supplier shall identify and characterize all Process Wastewater streams.

Supplier shall organize and maintain Process Wastewater stream inventory:

- The inventory shall include the composition and volume of each Process Wastewater stream
- Supplier shall revise the inventory after any Alteration likely to affect Process Wastewater
- Supplier shall review the inventory annually

3. Control of Process Wastewater Discharge

Supplier shall install and maintain appropriate Process Wastewater treatment systems in order to reduce the pollutant contribution of each of its facilities to levels compliant with Applicable Laws and Regulations.

Supplier's Process Wastewater treatment system shall be operational prior to use of corresponding production equipment.

Supplier shall:

- Comply with all Applicable Laws, Regulations, and requirements related to Process Wastewater discharge;
- Update control technologies before any Alteration takes effect;
- Verify compliance with current Process Wastewater discharge requirements;
- Not intentionally dilute Process Wastewater to meet permit requirements and/or regulatory standards;
- Comply with the recycle and reuse requirements for Process Wastewater, cooling water and boiler condensate as required by relevant regulatory agencies;
- Treat and/or discharge Process Wastewater according to the approved environmental permits and other Applicable Laws and Regulations.

If no Process Wastewater is allowed to be legally discharged, the Process Wastewater shall be handled in accordance with Applicable Laws and Regulations and Apple Standards.

If local requirements are not available for a pollutant, the thresholds specified in the Wastewater Discharge Quality Requirements shall be used.

4. Evaluation and Monitoring of Process Wastewater Discharge

Supplier shall:

- Monitor Process Wastewater discharges in accordance with regulatory requirements. The parameters selected for monitoring shall be indicative of the pollutants of concern and shall include parameters that are included in the permit or in Applicable Laws and Regulations;
- Monitor Process Wastewater discharges (for both pollutant concentrations and volume generated) at the frequency required by local regulations, or once a month in the absence of such regulations, to ensure compliance with Applicable Laws and Regulations;
- Monitor all Process Wastewater discharges at the locations or in the manner specified in the permit or required by Applicable Laws and Regulations;
- Submit Process Wastewater monitoring reports to the relevant regulatory agency as required for regulatory compliance.



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5. Emergency Response

Supplier shall prepare for emergencies and implement emergency response actions if the on-site Process Wastewater treatment system exceeds its capacity or if it malfunctions. The emergency response actions are as follows:

In the event the capacity of the Wastewater Treatment Plant (“WWTP”) is exceeded,

Supplier shall:

- Stop Process Wastewater discharge from the production areas into the WWTP;
- Isolate Stormwater drain inlets within its facility so there is no cross-contamination from backed-up Process Wastewater; and
- Direct the excess Process Wastewater into a backup collection system and/or containers.

In the case of WWTP malfunction:

- Supplier shall stop wastewater discharge offsite from the WWTP immediately;
- Supplier shall stop Process Wastewater discharge from the production areas into the WWTP;
- Supplier shall replace or repair the WWTP equipment in a timely manner so the WWTP expeditiously resumes normal operations;
- Supplier shall report malfunctions to the local authorities per Applicable Laws and Regulations;
- If contaminated wastewater is discharged in excess of permitted limits, Supplier shall notify and obtain a variance permit from the local authorities, if possible; and
- If treatment system malfunctions, Supplier shall immediately implement any system upgrades, repairs, and/or monitoring programs to meet regulatory discharge standards.

Supplier shall conduct emergency response drills in accordance with all applicable regulatory requirements.

Upon receipt of any community complaints, Supplier shall conduct Process Wastewater discharge monitoring to verify the Process Wastewater discharge status and promptly implement any necessary or advisable corrective actions.

Upon receipt of any Notice of Violation from local authorities, Supplier shall communicate with the authority in a timely manner, inform all relevant parties about the violations, and subsequently take any corrective actions in a timely manner or as specified by the authorities.

6. Operations and Maintenance

Supplier shall develop operating and preventive maintenance programs for onsite WWTP in accordance with the following:

- Clearly-defined and documented Worker responsibilities and training requirements for the operation, inspection, and maintenance of the WWTP;
- Standard operating procedures for preventive maintenance that incorporate manufacturers’ specifications, recommendations, and industry best practices;
- Key parameters for monitoring WWTP effectiveness and the frequency of routine inspections based on regulatory and/or permit requirements, preventive maintenance requirements, and other factors. The inspection plan shall cover all shifts during typical facility operations;
- Defined and documented operating procedures for shutting down the WWTP. Before shutting down the WWTP for any planned reason (for example, maintenance, exceeding capacity, or malfunction), Process Wastewater discharge to the WWTP shall be suspended to prevent Process Wastewater discharge from being released without treatment. Associated production equipment may resume operation only when the WWTP is operating properly.

Supplier shall establish a program to evaluate the integrity of existing Process Wastewater collection systems, including wastewater pipelines, underground drains, wastewater sumps, and the on-site WWTP, and correct any identified deficiencies immediately. The program shall include regular integrity testing of the Process Wastewater system at a frequency based on the risks of leaks identified during the evaluation.

Supplier should develop and utilize a comprehensive water meter monitoring system, including separate meters for domestic water use and for industrial water use, to support overall water performance. Water metering shall meet or exceed the requirements stipulated by local laws and regulations.

Supplier shall develop a site-level water balance based on water metering readings or engineering estimates to effectively assess and manage water usage across the entire site. The water balance shall include all water inflows, outflows, and losses both for the overall site and for major water users. Supplier shall ensure that the water balance is updated at least annually to reflect any changes in water usage practices.



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1. Regulatory Permits

Supplier shall comply with Stormwater permitting and reporting requirements per applicable regulations.

2. Identification of Pollutant Sources

2.1 Potential Pollutant Sources

Supplier shall identify potential pollutant sources that might affect Stormwater runoff.

Supplier shall prepare the following to identify pollutant sources:

- A list of areas of Industrial Activities exposed to Stormwater and its pollutant constituents¹;
- A list and description of potential spills and leaks that could contribute pollutants to Stormwater discharge, and specify which outlets are likely to be affected;
- A list and description of past spills and leaks in the previous 3 years that occurred in areas exposed to Stormwater, or that drained to the Stormwater drainage system;
- A list of Non-Stormwater Discharges² and eliminate any unauthorized Non-Stormwater Discharges.

2.2 Facility Map

Supplier shall prepare a facility map that includes the following information:

- Outlines of Stormwater drainage areas within the facility, portions of the drainage area affected by run-on from surrounding areas, and direction of flow of each drainage area, on-site bodies of water, including rivers, lakes and ponds, and areas of soil erosion;
- Location of nearby bodies of water and municipal storm drain inlets where the facility's Stormwater discharges and Authorized Non-Stormwater Discharges may be received;
- Location of Stormwater collection and conveyance systems, associated points of discharge, and direction of flow, including any Structural Control measures that affect Stormwater discharges, authorized Non-Stormwater Discharges, and runoff;
- Outline of all impervious areas of the facility, including paved areas, buildings, covered storage areas, and other roofed structures;
- Locations where materials are exposed to precipitation and locations where significant spills or leaks have occurred;
- Locations of areas of Industrial Activities that are potential pollutant sources.

3. Control of Stormwater Discharge

Supplier shall select effective Structural Controls³ or Non-structural Controls⁴ to prevent Stormwater pollution.

Supplier shall conduct surveys at least annually to identify any direct connections from industrial production areas into a Stormwater drainage system. Supplier shall conduct the survey after any Alteration likely to affect the connections. If such connections are discovered, Supplier shall remove them immediately.

Supplier shall carry out regular inspections and maintenance of the Stormwater collection, conveyance and discharge system. Any blockage or debris in the Stormwater drainage system shall be cleared away in a timely manner to ensure uninterrupted flow.

Supplier shall manage wastes generated from Stormwater control systems in accordance with all applicable regulations.

4. Evaluation and Monitoring of Stormwater Discharge

Supplier shall conduct periodic monitoring of its Stormwater discharges per applicable regulations. Supplier shall monitor Stormwater discharges to evaluate the effectiveness of control measures at the facility to minimize or eliminate pollutants from Stormwater runoff.

4.1 Assessments of Discharges

Supplier shall take a grab sample of Stormwater discharge while it is raining and visually assess key indicators of Stormwater pollution: color, odor, clarity, floating solids, foam, oil, sheen, etc.

Any abnormalities observed during these evaluations shall lead to further facility inspections, root cause analysis, and implementation of corrective actions and countermeasures as needed.

4.2 Indicator Sampling

Supplier shall collect Stormwater discharge samples from a facility's discharge points for laboratory analyses. The sampling frequency shall be no less than once every 6 months, and based on the potential risk level for Stormwater contamination. Chemical parameters for laboratory analyses shall be dependent on the types of pollutant sources identified (as

¹ Pollutants associated with Industrial Activities such as oil, metals, solvents, acids, and alkalis.

² Authorized Non-Stormwater Discharge means Non-Stormwater Discharges that are allowed if they meet certain conditions in some jurisdictions. Unauthorized Non-Stormwater Discharge includes waters from rinsing or washing vehicles, equipment, buildings, or pavement, as well as materials that have been improperly disposed of or dumped; and spilled or leaked materials.

³ Structural devices (such as catch basins, berms, ponds, secondary containment, and oil/water separators) used to reduce or prevent pollutants from entering Stormwater runoff.

⁴ Non-structural Controls — Processes, prohibitions, procedures, and operating schedules that prevent industrial pollutants from contacting Stormwater and Authorized Non-Stormwater Discharges. These are low-tech, cost-effective measures.



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per Identification of Pollutant Sources) and include at a minimum pH, chemical oxygen demand, color, oil, and grease.

Results shall be compared with the allowable pollutant concentration limit for the receiving Body of Water. If local requirements are not available for a pollutant, the thresholds specified in the Wastewater Discharge Quality Requirements shall be used. If concentration exceeds limits, Stormwater pollution control measures shall be evaluated and corrected.

4.3 Compliance Sampling

If Supplier is governed by local and/or national discharge limitation guidelines, sampling shall be required to determine compliance with those limits. If effluent limits are exceeded, the Supplier shall conduct corrective actions and conduct additional sampling to show compliance.

Supplier shall conduct one comprehensive annual evaluation of its Stormwater control measures that includes the following:

- Visual observations and inspection of sampling/analytical data
- A summary of inspections specified in the Stormwater Management Plan
- Incident reports and corrective action tracking results

5. Emergency Response

Supplier shall ensure that there is at least one employee responsible for coordinating all facility Stormwater-related emergency response and reporting activities.

Supplier shall have a system in place that can immediately close a Stormwater drain outlet discharging outside the facility boundary if there is a Hazardous substance spill released to the Stormwater drainage system.

Supplier shall have the necessary plans and procedures to notify internal management and local regulatory agencies and take immediate steps to fix a Hazardous substance spill that has reached outside the facility boundary.

Supplier shall identify areas at risk of Stormwater accumulation, for example underground equipment room, low-lying locations in workshops and dormitories, etc. The accumulated Stormwater shall be drained promptly to prevent occurrence of water flooding at the facility.

Supplier shall conduct an analysis to determine the cause of the emergency release incident and implement corrective actions.

6. Operations and Maintenance

Supplier shall create, implement, and maintain a written Stormwater Management Plan to support prevention of Stormwater runoff pollution.

Supplier shall revise the Stormwater Management Plan as appropriate, and implement it prior to any changes in Industrial Activities at the facility that do any of the following:

- Significantly increase the quantities of pollutants in Stormwater discharge;
- Cause new areas of industrial activity to be exposed to Stormwater; or
- Begin an industrial activity that would introduce a new pollutant source at the facility.



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1. Regulatory Permits

Supplier shall have all required environmental approvals and permits for its current operations. Supplier shall plan and provide adequate time to update current environmental approvals and permits for any Alteration that may change the environmental impact of Supplier’s operations.

2. Identification of Air Emission Sources

Supplier shall identify Air Emissions sources, including those from Industrial Activities, auxiliary devices, dormitories and canteen areas. Examples of processes that contribute to Air Emissions and corresponding air pollutants are identified in the table ‘Examples of Typical Processes and Air Pollutants’ below.

Air Emissions are any regulated polluting substance introduced directly or indirectly into the ambient air by the Supplier’s facility that are likely to have harmful effects on human health and/or the environment as a whole. Air Emissions include but are not limited to Volatile Organic Compounds (VOCs),¹ nitrogen oxides (NOx), sulfur oxides (SOx), carbon monoxide (CO), Suspended Particulate Matter (PM),² Ozone Depleting Substance (ODS)³ and Greenhouse Gasses. These pollutants can damage the environment, property and vegetation, and cause serious environmental and climate impacts, and health problems in humans and animals. In addition, air pollutants include toxic air contaminants, such as acids, hexavalent chromium, and ammonia, which have direct and indirect effects on human health. Toxic air contaminants can lead to cancer and other chronic and acute ailments.

Examples of Typical Processes and Air Pollutants

Processes	Air Pollutants
Cutting/drilling	Dust/particulates
Surface treatment	Acid/alkaline fog and Hazardous Air Pollutants
Etching	Ammonia, acid fog, and hazardous air pollutants
Electroplating/anodizing	Acid fog, particulates, and hazardous air pollutants
HVAC and refrigeration systems	GHGs (covered in Greenhouse gas emissions management)
Welding/grinding/polishing	Dust, particulates, and fumes
Painting and coating	VOCs, acid mists, aerosols, and particulates
Boiler/generator operations	Sulfur dioxide, nitrous oxide, and articulate matter/ dust, carbon monoxide, and GHG (CO2) (GHG covered in Greenhouse gas emissions management)
Incinerating/burning	Sulfur dioxide, nitrous oxide, particulate matter/dust, dioxins and other hazardous air pollutants, carbon monoxide, and GHG (CO2) (GHG covered in Greenhouse gas emissions management)

Supplier shall develop and maintain an Air Emissions source inventory:

- The inventory shall include the air pollutant composition, Mass Rate and concentration of the emissions. It shall also indicate the production processes or activities, abatement equipment, emission outlets for each Air Emissions source;
- Supplier shall revise the inventory after any changes to the production or process that are likely to affect Air Emissions;
- Supplier shall review the inventory annually;
- Supplier shall maintain the inventory in electronic form and make it available for review by Apple upon its request.

¹ Any volatile compound of carbon, excluding the following: methane, carbon monoxide, carbon dioxide, carbonic acids, metallic carbides, carbonates, and ammonium carbonate, that participates in atmospheric photochemical reactions.

² Small particles of solid or liquid matter suspended in a gas or liquid, which may adversely affect human health and the environment.

³ Substances or materials containing Chlorofluorocarbons (CFCs), Hydrochlorofluorocarbons (HCFCs), Hydrobromofluorocarbons (HBFCs), Halons, Methyl bromide, Carbon tetrachloride and Methyl chloroform. They can mostly be found in refrigerants, foam blowing agents, components in electrical equipment, industrial solvents, solvents for cleaning (including dry cleaning, aerosol spray propellants, and fumigants).



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3. Control of Regulated Air Emissions

Supplier shall report and/or register Air Emissions sources in accordance with Applicable Laws and Regulations.

Supplier shall install and maintain appropriate Air Emissions–control devices for Regulated Air Emissions, and all control plans must be approved or accepted by all applicable regulatory agencies. Examples of processes and relevant Air Emissions-control devices are identified in the ‘Examples of Typical Processes and Air Emissions Control Devices’ table below.

Supplier shall report Air Emissions discharge points to each applicable regulatory agency. The Air Emissions discharge points shall also be reported to Apple for audit purposes and updated once a year to reflect any changes in discharge points during the previous year.

Supplier shall handle, store, and dispose of residues and/or wastes generated from Air Emissions control devices in accordance with Applicable Laws and Regulations and as per the Waste Management Standard above.

Examples of Typical Processes and Air Emissions Control Devices

Processes	Air Emissions Control Devices
Cutting/drilling/polishing	Cyclone/baghouse dust collector (Not applicable for combustible dusts. For combustible dust, refer to Apple's Combustible Dust Standard.)
Surface treatment	Wet scrubber (alkaline/acid solution)
Etching	Wet scrubber (alkaline/acid solution)
Electroplating/anodizing	Wet scrubber (alkaline solution)
Painting and coating	Wet scrubber (alkaline solution) and/ or activated carbon filter
Boiler/generator operations	Wet scrubber (alkaline solution)

4. Evaluation and Monitoring of Air Emissions

Supplier shall develop a program to quantify and monitor the composition of Air Emissions including calculating the Mass Rate and treatment efficiency for each source identified in the Air Emissions inventory.

Supplier shall perform regular analytical testing of Air Emissions in the form of manual, online monitoring, or both as per regulatory requirement and this Standard. The monitoring frequency shall be at least once a year, or per relevant permits and applicable regulations, whichever is more frequently.

Air Emissions samples shall be collected under typical operating conditions and tested for parameters identified as potential air pollutants.

Air Emissions shall be controlled below any regulated emission levels.

Supplier shall submit Air Emissions monitoring reports as required by each applicable regulatory agency, and shall obtain all required permits to maintain regulatory compliance. In addition, the monitoring reports shall be maintained in electronic form and made available to Apple for review upon its request.

5. Emissions Reduction Targets and Monitoring Progress

Supplier shall annually review its emission inventory and set targets to reduce emissions through process modification, conservation, minimization of fugitive emissions, and/or other measures.

Supplier shall monitor progress of meeting the emission reduction targets, and document the results of the reduction measures. Supplier shall maintain reports of the emission reduction measures.

Supplier shall submit the emission inventory, reduction targets, and results, with supporting documentation, in electronic form to Apple for review annually and upon its request.



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6. Emergency Response

Supplier shall implement emergency preparedness and response actions in the event of any Air Emissions control system malfunctions, failures, maintenance, and/or modifications, as follows:

- For Hazardous air pollutants (HAPs),¹ Process Equipment vented to the Air Emissions control system shall suspend operations immediately to prevent uncontrolled Air Emissions from escaping into the atmosphere. Supplier shall install and maintain an automatic shutdown system which ceases any HAP- emitting operations when the flow from these operations is diverted away from the Air Emissions control system — for example, to a bypass line — regardless of circumstances or whether the Air Emissions control system is shut down or fails;
- For non-Hazardous air pollutants, Process Equipment vented to the Air Emissions control system shall suspend operations within 72 hours if no corrective action has been taken to prevent uncontrolled Air Emissions from escaping into the atmosphere, unless suspension is required sooner by applicable regulations.

Supplier shall conduct emergency response drills according to the applicable regulatory requirements.

Upon receipt of any community complaints, Supplier shall conduct Air Emissions monitoring to verify the Air Emissions status and, if necessary, implement corrective actions, in a timely manner.

Upon receipt of any Notice of Violation from the authorities, Supplier shall communicate with the appropriate regulatory agencies and/or the authorities in a timely manner to inform all relevant parties about the violations, and promptly take corrective actions or as otherwise instructed by the authorities.

Supplier shall notify Apple within 7 days and notify all appropriate regulatory and other agencies as required by applicable regulations if an Unusual Environmental Event occurs. In both cases (Hazardous or non-Hazardous Air Emissions), Supplier shall identify the probable cause of the Unusual Environmental Event and any corrective or preventive actions that were taken.

¹ Pollutants that are known or suspected to cause cancer or other serious health effects, such as reproductive effects or birth defects, or adverse environmental effects. Examples include dioxin and toluene, and metals such as cadmium, mercury, chromium, and lead compounds. Also known as toxic air pollutants.

7. Operations and Maintenance

Supplier’s pollution control technologies shall be operational prior to Supplier generating any pollutants.

Supplier shall plan and provide adequate time to implement changes and obtain approvals for any Alteration that may change Air Emissions sources, composition of Air Emissions, Mass Rate, Air Emissions control technology, or Air Emissions monitoring requirements.

Supplier shall develop operating and preventive maintenance programs for all Air Emissions–generating equipment, Air Emissions control devices, and Air Emissions monitoring equipment. The programs shall include the following:

- Clearly defined and documented Worker responsibilities and training requirements for the operation, inspection, and maintenance of the Air Emissions control systems;
- Standard operating procedures for preventive maintenance that incorporate the relevant manufacturers’ specifications, recommendations, and standard accepted practices;
- Identified and documented key parameters for monitoring effectiveness of the Air Emissions control system and determining the frequency of routine inspections based on regulatory and/or permit requirements, preventive maintenance requirements, and other factors to ensure that the equipment is maintained in good working order. The inspection plan shall cover all shifts during typical facility operations;
- Documented operating procedures for shutting down Air Emissions control systems. Before any Air Emissions control system is shut down for any planned reason — for example, maintenance breakdown — Process Equipment vented to the Air Emissions control system shall be suspended and put into a state that prevents Air Emissions from being released. Associated Process Equipment may resume operations only when the Air Emissions control system is operating properly.

Supplier shall conduct periodic inspection of Air Emissions control devices to identify and fix any operational deficiencies. A log of inspection and maintenance issues identified and fixed shall be maintained.



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1. Regulatory Compliance and Permits

Where applicable, Supplier shall comply with relevant laws and regulations pertaining to GHG emissions, such as any emission limits/caps, trading schemes, or reduction mandates.

Examples include:

- Reporting and/or registering GHG emissions inventory as required by local or national authorities
- Controlling GHG emissions below any regulated emission levels
- Retaining copies of permits and data related to GHG emissions

2. Directly Responsible Individual(s) (DRI(s))

Supplier shall identify DRI(s) who will be responsible for all aspects of Supplier's company-wide GHG emissions management, including development of an annual GHG emission inventory and reduction targets, reporting of GHG emission inventories, monitoring and reduction of emissions, and compliance of national and local emission regulations.

Supplier shall also identify a specific DRI(s) who will be responsible for all aspects of GHG emissions management related to Apple products and Supplier's Covered Carbon Footprint. This DRI(s) shall be responsible for identifying and coordinating designated DRIs within each facility and companywide to collectively manage all aspects of GHG emissions management in relation to Apple products. This DRI(s) shall disclose GHG management activities to designated DRIs within each facility, including but not limited to, relevant requirements, agreements, and supporting documentation.

3. GHG Emission Inventory

Supplier shall identify GHG emissions sources from its company-wide operations and identify facility-level GHG emissions from all facilities involved with Apple products, including emissions from Industrial Activities, auxiliary devices, dormitories, and canteen areas. Examples of GHG emission sources are identified in the table 'Examples of GHG Emission Sources' below.

The annual GHG emission inventory shall be developed according to the Greenhouse Gas Protocol¹ or equivalent standards and shall include Scope 1 and Scope 2 Emissions.²

Supplier shall identify and allocate GHG emissions from its operations related to Apple products, in accordance with one of the Apple-approved Emissions Allocation Methods, and make such inventory its Covered Carbon Footprint. GHG emissions associated with company-wide overhead, employee commute and travel, and administrative and recreational activities should be excluded in the Covered Carbon Footprint.

4. Monitoring and Reporting of GHG Emissions

Supplier shall develop a program or have a solution to quantify and monitor company-wide GHG emissions and its Covered Carbon Footprint, including data collection and updating emission calculations for each of the emission sources identified in the GHG emission inventory.

Supplier shall report its GHG emissions, targets, reductions, and progress with respect to its Covered Carbon Footprint to Apple annually and upon request by Apple.

5. Emissions Reduction Targets and Monitoring Progress

Supplier shall annually review its company-wide GHG emission inventory and Covered Carbon Footprint and set targets to reduce GHG emissions. Supplier shall set targets for absolute reduction, intensity-based reduction, or both. Examples of intensity-based reductions include reduction normalized to production output and economic output.

Apple Manufacturing Suppliers shall adhere to the following additional requirement(s):

- Supplier shall adopt the target of achieving Carbon Neutrality for its Covered Carbon Footprint, and set a date to achieve this target, which must be before the end of Apple's fiscal year 2029;
- Supplier shall monitor progress of meeting the emission reduction targets and document the results of the reduction measures with respect to its company-wide GHG emission inventory and Covered Carbon Footprint;
- Supplier shall report its targets, progress, and evidence of reduction measures with respect to its Covered Carbon Footprint to Apple annually and upon request by Apple.

6. Implementing GHG Emission Reductions

Supplier shall reduce its company-wide GHG emissions and Covered Carbon Footprint where applicable through process modification, abatement, energy conservation, use of renewable energy, and/or other measures.

¹ Greenhouse Gas Protocol — The GHG accounting standards (<http://www.ghgprotocol.org>) provided by the World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD).

² See [Apple Specification for Supplier Carbon Credits](#) for Scope 1 Residual Emissions for further information on list of Apple approved Carbon Credits and application process for Apple approval before Supplier Carbon Credit procurement.



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Apple Manufacturing Suppliers shall adhere to the following additional requirements:

- Supplier shall consume, develop, invest in, and procure electrical power from renewable sources¹ equal to 100% of the electrical power used in connection with its global manufacturing operations related to Apple products (and goods for use therein) in accordance to the Apple Specification for Clean Energy.
- Supplier shall adopt operational efficiencies and technology improvement to maximize Scope 1 Emissions reductions. For Scope 1 Emissions that cannot be avoided through operational efficiencies, electrification, technology improvements or by other means (hereafter referred to as "Residual Emissions), Supplier must adhere to the timing, implementation, and criteria in accordance to the Apple Specification for Supplier Carbon Credits for Scope 1 Residual Emissions.
- Supplier shall manage its Covered Carbon Footprint towards achieving Carbon Neutrality. Supplier shall develop, manage, and report on its plan² to meet this target. Supplier shall take, among other steps, the following with respect to its plan:
 - Supplier shall identify the DRI(s) responsible for all aspects of Apple-related GHG emissions management;
 - Supplier shall develop and implement its plan to reduce emissions for each facility associated with the manufacture of Apple products;
 - Supplier shall develop and implement its plan to comply to the Apple Specification for Clean Energy;
 - Supplier shall specify the date by which it will achieve the target of achieving Carbon Neutrality for its Covered Carbon Footprint, which must be before the end of Apple's fiscal year 2029;
 - Supplier shall demonstrate to Apple that its plan is achieving year over year progress towards the date by which it will achieve its stated plan target.

¹ The Apple Specification for Clean Energy requires suppliers utilize electricity sources that are renewable and have near-neutral life-cycle greenhouse gas emissions. Apple-accepted sources that meet this criterion include wind, solar photovoltaic, and solar thermal power. For any other energy source not listed here, given the risk of detrimental environmental impacts, Supplier shall conduct a third-party assessment for review and approval by Apple. Documentation must show, among other things, that the project life-cycle emissions levels are comparable to acceptable energy sources.

² Plan shall be subject to adjustment to adhere to all Apple specifications. Plan and reported progress shall be subject to third-party validation.

7. Communication and Training

Supplier shall train, disclose, and make relevant documentation available to its DRI(s), including designated DRI(s) within each facility:

- On its company-wide and Apple-related GHG emissions management strategy, including emissions inventories, targets, reduction progress, evidence of emission reduction measures, relevant documents such as signed agreements, and all other related activities and documents
- On the Greenhouse Gas Protocol or equivalent standards
- On all reporting tools required by Apple

8. Documentation

All primary data used to calculate GHG emissions, such as energy consumption data, and documentation shall be made available to Apple for review upon its request. Required documents to be retained include but are not limited to:

- GHG emission inventories
- Evidence of GHG emission reductions, carbon credits, and other decarbonization measures
- Carbon and climate-related certifications and claims
- Licenses, permits, records of corrective actions and other regulatory registration documents (where applicable)

Supplier shall retain documents for the previous 3 years or per applicable regulations, whichever is longer.



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1. Identification of Boundary Noise

Supplier shall identify, control, monitor, and reduce noise generated by the facility that affects Boundary Noise levels.

Supplier shall use qualified personnel or an external organization to monitor Boundary Noise to verify compliance with all applicable regulations. The Third Party consultant shall use approved, calibrated sound level meters as per applicable regulations to monitor for Boundary Noise and shall prepare a Boundary Noise report.

Supplier shall use the Boundary Noise report to identify operations that contribute to Boundary Noise, and develop an inventory of such operations and/or equipment. This inventory shall include information such as ranges of noise produced under normal operating conditions and prevention and control technologies to reduce Boundary Noise levels as per applicable regulations.

Supplier shall update the inventory if there are any changes to production, equipment, or operating schedules that are likely to affect Boundary Noise levels.

2. Control of Boundary Noise Levels

Supplier shall install and maintain appropriate Boundary Noise control devices to supervise Boundary Noise levels per applicable regulations. For installation and monitoring, Boundary Noise control methodology shall be designed by a qualified person to achieve Boundary Noise levels as per applicable regulations.

Supplier shall monitor Boundary Noise for changes to the Receiving Land Use Category and comply with applicable regulations

3. Evaluation and Monitoring

Supplier shall evaluate Boundary Noise levels on an annual basis, upon changes to Receiving Land Use Category in the neighborhood of the facility, or in response to any community noise complaints. The evaluation shall cover the following:

- Monitoring applicable regulatory standard(s) for changes
- Periodic inspections of Boundary Noise sources, including their location, installation, operation rules, control measures, and maintenance logs
- Supplier shall meet the applicable local standard for Boundary Noise. In the absence of a local standard, Boundary Noise-level criteria in the table below should be followed.

Boundary Noise Level at Facility Boundary

Receiving Land Use Category	Day Time Level (L ₅₀) (6am-10pm)	Night Time Level (L ₅₀) (6am-10pm)	Night Time (L _{MAX})
Noise-sensitive areas, low-density residential areas, institutional areas, school, hospital, and worship areas	50 dBA	40 dBA	55 dBA
Suburban medium-density residential areas, public spaces, parks, and recreational areas	55 dBA	45 dBA	60 dBA
Urban high-density residential areas and designated mixed residential-commercial	60 dBA	50 dBA	65 dBA
Commercial zones	65 dBA	55 dBA	70 dBA
Industrial zones	70 dBA	60 dBA	75 dBA

4. Operation and Maintenance

Supplier shall develop and maintain a plan to manage Boundary Noise that includes source identification, evaluation, as well as monitoring and control of Boundary Noise, as per Applicable Laws and Regulations.

Supplier shall perform corrective and preventive actions to address Boundary Noise permit noncompliance in a timely manner or as specified by local authorities including, but not limited to, installation of Boundary Noise control devices and/or modification of the facility operating schedules for noise-generating equipment.



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1. Due Diligence Management Systems for Relevant Materials

1.1 Supplier Policy and Management System Requirements

Supplier shall establish an appropriate due diligence management system and shall have a policy and supporting procedures to respect human rights and promote environmental stewardship. This policy shall apply across its own operations and Materials Supply Chain¹ (including sub-contractors and sub-tier suppliers) for all Relevant Materials, down to Processors,² Traders,³ and Origin.⁴ Such a policy is expected to be:

- Approved by Supplier’s highest levels of management;
- Distributed to Supplier’s business partners, including their own suppliers and sub-contractors that produce goods supplied to Apple;
- Aligned with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas and/or other internationally accepted due diligence frameworks;
- Informed by the perspectives of potentially affected rights holders, relevant internal and/or external experts and other stakeholders; and
- Reviewed and updated regularly to reflect significant developments in the prevalence of Salient Issues⁵ and/or changes to Supplier’s operations.

2. Risk Identification

Supplier shall map all tiers of their Materials Supply Chain to understand where and how potential Salient Issues may materialize. Potential Salient Issues could include, but are not limited to, the list included in the References section of Apple’s Supplier Code of Conduct. This process includes mapping the Processors of Relevant Materials identifying risks back to the Origin level for all Relevant Materials.

2.1 Materials Supply Chain Mapping

Supplier shall map their Materials Supply Chains and provide mapping data down to the Origin for Relevant Materials as requested by Apple. This Materials Supply Chain mapping should include, at a minimum:

- Identification and location information with respect to each of Supplier’s subcontractors and sub-suppliers associated with the Relevant Materials as requested by Apple;
- Identification of the Processors and Traders of Relevant Materials as requested by Apple;
- The Origin of the Relevant Materials as requested by Apple, at a minimum the country of Origin of the Relevant Material – and where possible region or production site when sourcing primary material, and the recycled material collection or aggregation point when sourcing secondary material including identifying the type of recycled input.

2.2 Materials Supply Chain Traceability

Supplier shall establish a system that enables Supplier to obtain complete traceability data including but not limited to transactional data for Materials Supply Chains down to the Origin. Supplier will receive additional material-specific requirements for certain Relevant Materials used in goods provided to Apple that outline expectations for Supplier’s traceability system.

2.3 Relevant Materials Segregation

Apple may require Supplier to (i) demonstrate to Apple a reasonably comprehensive system to segregate Relevant Materials for use in goods provided to Apple from materials used in products for other parties’ and (ii) undergo a third party verification or audit of such a segregation system.

2.4 Salient Issue Mapping

Supplier shall map the Salient Issues, including risks, in their Materials Supply Chains at least annually, including at the levels of processing, recycling, mining, farming, trading and transporting, or production of Relevant Materials and determine whether these specific risks are associated with goods provided to Apple.

Supplier shall identify, assess, and prioritize Salient Issues related to the sector, geographies, product or entity specific-risk factors.

¹ The path of a material from a source or origin, such as a mine for mined materials, a farm for biologically grown materials, or a point of collection for recycled materials, to Apple, which for a Supplier may include owned, operated, direct and/or indirect sourcing through a Subcontractor, Supplier, Processor, Mining Company or other source from which a Relevant Material may be mined, biologically grown, processed, traded, recycled, compounded, refined, or manufactured into goods provided by the Supplier to Apple.

² Processors: Any entity that smelts or refines Relevant Materials or the point at which the Relevant Materials are first processed. For minerals, this would constitute processing from ore into refined metal or the reprocessing of scrap or other waste into recycled or re-used content (typically a smelter, refiner, or recycler). For other materials, such as bio-materials, this would constitute processing from farmed commodity into a refined or isolated byproduct (such as a mill), a precursor or a compound. Additionally, if the Processor sources materials from a trader or exchange, the Processor should ensure that those intermediaries have policies to the primary production level, the original source of primary ore at the mining level, or the agricultural commodity at the farm level.

³ Traders: Any entity that buys, sells, and transports Relevant Materials, in most cases acting as an intermediary between entities at the materials Origin and other businesses.

⁴ The farm, mine and/or collection point of Materials. In the case of primary ore, this includes but is not limited to Mining Companies. For example, the collection point of recyclable waste in the case of recycled material, the farm in the case of bio-based material, or the mine at which primary ore originated in the case of mined material.

⁵ A company’s salient human rights and environmental issues are those that stand out because they are at risk of the most severe negative impact through the company’s activities or business relationships. The UNGPs concept of salience uses the lens of risk to people (and the environment), not the business, as the starting point, while recognizing that where risks to human rights and the environment are greatest, there is strong convergence with risk to the business.



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Supplier is expected to proactively and regularly consult current country risk information sources to determine whether goods or materials originate from or are transported through regions that require heightened due diligence.¹

Supplier shall use multiple sources of information to determine or confirm the existence of High Risks. Sources of information may include risk notifications and reports from governments, local or international non-governmental organizations, civil society groups, research organizations, or other third party organizations.

3. Risk Mitigation and Remediation

3.1 Mitigating Identified Risks

If there are alleged or actual risks associated with its Supplier’s Materials Supply Chain, Supplier shall work to mitigate the risks by:

- Requiring corresponding Materials Supply Chain actors, including Mining Companies, Processors, Traders, and farms as applicable to address identified High Risks; and
- Utilizing Grievance channels of recognized third party organizations to report risks and request that appropriate action be taken to address identified High Risks.

Supplier may notify Apple of identified risks via duediligence@apple.com, direct outreach to relevant Apple counterparts, or by alerting Apple to Grievances raised via third party whistleblowing or Grievance channels.

3.2 Removal of Non-Participating Materials Supply Chain Actors

Supplier shall terminate relationships with upstream suppliers that are: (i) unwilling to engage in necessary Materials Supply Chain and risk mapping, resolutions of High Risks, and verifications or audits, (ii) associated with Salient Issues, but have not taken appropriate timely action to mitigate the corresponding risk; or (iii) directed to be removed by Apple.

3.3 Community Rights and Benefits

Supplier is expected to use its leverage with upstream suppliers to mitigate risks and to respect the rights and freedoms of environmental and human rights defenders, and where appropriate, collaborate with these and other actors in order to work towards remediation of cumulative impacts and maximize positive impacts for local communities.

4. Third-Party Verifications or Audits of Materials Supply Chain Due Diligence

4.1 Responsible Sourcing Verifications or Audits

Supplier will receive additional material-specific requirements for certain Relevant Materials used in goods provided to Apple that outline expectations for Supplier’s responsible sourcing due diligence activities to be verified or audited by a recognized third party organization. Apple reserves the right to require further verifications or audits in addition to those from recognized third party organizations in order to meet the expectations in this Standard.

4.2 Completion of Verifications or Audits

Supplier using and/or procuring Relevant Materials for goods intended for Apple shall ensure Processors and Origin satisfy the preceding requirements and complete their verifications or audits in a timely fashion. Any exceptions require Apple’s prior written authorization.

5. Reporting

For Relevant Materials, Supplier shall provide reasonable documentary evidence to Apple of their compliance with this Standard, other Apple requirements, and Applicable Laws and Regulations, including making all related supporting records available to Apple upon its request.

5.1 Due Diligence Verification or Audit Reporting

Reporting on the Supplier’s due diligence efforts shall:

- Be in alignment with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas and/or other internationally accepted due diligence frameworks;
- Provide reasonable documentary evidence of the Supplier’s compliance with this Responsible Sourcing Standard, including making all related supporting records available to Apple upon its request;
- Be verifiable, easily accessible, with a high degree of transparency, to the degree possible, taking into account business confidentiality, and the personal safety of and privacy comments to informants and rights holders);
- Occur regularly, desirably on an annual basis.

¹ Resources on Regions (Please note that this is not an exhaustive list and Suppliers should also refer to other available lists):

- Countries identified on the European Union list available at <https://www.cahraslist.net/cahras>
- Embargoed countries or regions as identified by the United States Department of Treasury Office of Foreign Assets Control. Suppliers are responsible for ensuring review of the latest available updates list <https://ofac.treasury.gov/sanctions-programs-and-country-information>. This list is subject to change throughout the year.
- Any country or region defined by the United States Department of State as “conflict-affected” or “high risk”.
- Known transit hubs of material from countries or regions identified per the above.



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5.2 Notice to Apple

Any substantive or significant changes, new information, or exceptions affecting previously provided information with respect to the Materials Supply Chain and risk mapping or identification, sourcing of Relevant Materials, shall be promptly reported to Apple.

Supplier shall also promptly provide updated information to Apple as Supplier becomes aware of significant changes to its sourcing of Relevant Materials.

Supplier shall promptly notify Apple of all failures to meet any reporting, sourcing, due diligence, or traceability requirements in this Standard.



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Suppliers providing investment management services for energy and environmental projects and Suppliers providing siting and similar services involving new facility locations are expected to implement and/or comply with the following measures.

1. Policies and Procedures

1.1 Alignment with International Frameworks

Supplier’s human rights and labor policies shall include specific reference to the rights of affected communities, including Indigenous Peoples, in line with the UN Declaration on the Rights of Indigenous Peoples.

Additionally, Supplier shall ensure that in-scope project activities are conducted in accordance with relevant International Finance Corporation (IFC) Performance Standards with regard to the following topics: Assessment and Management of Environmental and Social Risks and Impacts (PS1); Labor and Working Conditions (PS2); Resource Efficiency and Pollution Prevention (PS3); Community Health, Safety, and Security (PS4); Land Acquisition and Involuntary Resettlement (PS5); Biodiversity Conservation and Sustainable Management of Living Natural Resources (PS6); Indigenous Peoples (PS7); Cultural Heritage (PS8).

2. Operational Practices

2.1 Involuntary Resettlement

Supplier shall avoid involuntary resettlement wherever possible and minimize adverse social and economic impacts from land acquisition or restrictions on land or resource use by local residents.

2.2 Continual Stakeholder Engagement

Supplier shall conduct effective and continual stakeholder engagement and incorporate the knowledge and contributions of local stakeholders into design, implementation and monitoring of project activities and good-faith negotiation of agreements on social and economic costs and benefits of the well-being of surrounding communities over the project lifetime.

2.3 Respect for Indigenous Peoples’ Rights

Supplier shall demonstrate full respect for Indigenous Peoples' identity, dignity, individual and collective rights, livelihood systems and cultural uniqueness, including their right to Free, Prior and Informed Consent and their right to own, control, manage and fully and effectively participate in the co-design and implementation of projects that affect them.

2.4 Social and Environmental Impacts

Supplier shall ensure that in-scope projects or investments do not:

- Promote deforestation of primary forests or biodiversity hotspots or important conservation areas;
- Result in involuntary re-settlement, or contribute to social unrest due to land tenure issues and displacement of peoples, involve activities that are determined to materially pollute and/or contaminate the land, air and water;
- Promote illegal, unsustainable or adverse harvesting of natural resources, animals, plants, timber or non-timber forest products;
- Establish plantations in critical natural habitats;
- Allow introduction of non-native, invasive, or other species that are determined to be harmful to the local environment;
- Materially adversely affect Indigenous people or human rights or environmental defenders.

2.5 Community Benefits

Supplier shall seek to realize co-benefits with communities and rightsholders, including through options such as energy sharing, project co-ownership models, and profit re-investments.

3. Training and Communication

3.1 Employee Training

Supplier shall provide appropriate training with regard to implementation of the foregoing measures for the employees, in particular those involved in energy or environmental purchases, investments, and/or project development such as siting new facilities.

4. Documentation

4.1 Stakeholder Engagement Documentation

Supplier shall retain documentation regarding engagement and any resulting agreements with communities and rights holders, including documentation indicating Free, Prior, and Informed Consent has been obtained for all relevant project activities.



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Above Ground Storage Tank

Any tank or other container that is installed above ground, or with at least 90 percent of its volume above ground.

Alteration

Any change to a production or other process that may lead to the introduction of a new process waste or process wastewater stream or any change in the composition, volume, treatment process, or monitoring requirements of an existing process waste or process wastewater stream.

Air Emissions

Certain gases, droplets, or particles mix with ambient air emitted from manufacturing or auxiliary activities contain air pollutants harmful to human health and environment, including point source and fugitive emissions.

Applicable Laws and Regulations

All laws, rules, regulations, and legally binding procedures, directives, and guidance applicable to the Supplier’s operations and its employment and management of Workers.

Assembly Area

Pre-determined and communicated locations at which Workers and visitors will gather in the event of a building evacuation.

B

Base Wage

The minimum amount of wages per hour/week/month the Worker is entitled to receive for Regular Hours worked per Applicable Laws and Regulations or contract agreement, whichever is higher. May include allowances such as for food and housing, unless prohibited by law. These exclude overtime pay, discretionary pay, and bonuses. Base Wage may be higher than Minimum Wage, but cannot be lower.

Benefits

Compensation in addition to Base Wages and overtime pay, including but not limited to holiday leave, vacation leave, contingency leave (such as maternity and sick leave), retirement and social security/ insurance benefits, and so forth.

Boundary Noise

The noise levels generated by stationary industrial, or construction equipment measured along the boundaries of an industrial enterprise.

Carbon Neutrality¹

The state of reducing the Covered Carbon Footprint associated with an entity, and if necessary, subsequently applying carbon credits to offset all Unabated Emissions² in the Covered Carbon Footprint.

C

Classification of Worker

Status of Worker including full time, part time, Student, probationary, temporary, or other, based on Applicable Laws and Regulations.

Confined Space

A space large enough that a Worker can enter to perform assigned work, with limited or restricted means for entry or exit, that is not designed for continuous Worker occupancy.

Contractor

Contractor may be a person, or a company that may operate in the facility, or perform only a particular aspect of a job because they have specialized knowledge or skill. Contractors may work only for short periods when there is need for rapid staff increase, such as in turnaround operations, construction or increased production demand. Contractors activities are generally agreed upon in a predetermined contract.

Covered Carbon Footprint

The sum total of Scope 1 Emissions and Scope 2 Emissions per the Emissions Allocation Methods associated with all facilities, production, manufacturing, and lines of business involved with Apple products.

¹ Carbon credits cannot be used to offset electricity-related Scope 2 Emissions. Electricity-related Scope 2 Emissions must be abated in accordance to the Apple Specification for Clean Energy.

² GHC emissions that remain after reduction measures have been implemented such as operational efficiencies, electrification, technology improvements, and/or other means.



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D

Day(s) of Rest

Period of 24 consecutive hours during which Workers do not work.

Dining

A building, buildings, or part of a building where food is prepared and/or served and/or consumed by Workers, regardless of who owned or managed the dining.

Dining Service

Any service related to dining, including food preparation, transportation, cleaning and food waste disposal.

Discrimination

The unjust, prejudicial, and/or unwarranted distinguishing treatment of an individual based on their actual or perceived membership in a certain group or category.

Dormitory

A building, buildings, or part of a building, regardless of the ownership and management of the dormitory, that provides sleeping and residential quarters for Workers and includes shared toilet facilities and sleeping rooms, including those provided by Suppliers, labor agencies or any other outsourcing dormitories service providers. Suppliers may use other terms to refer to Dormitories, including employee housing, employee accommodation, and hostels.

E

Educational Institution

An institution that offers programs of at least one academic term in length that lead to a certification, degree, or diploma

in a career field. In the People’s Republic of China, this includes secondary vocational school, technical school, vocational high school, full-time university, independent college, college, or vocational and technical college.

Emergency or Unusual Situation

Events or circumstances that substantially disrupt production and are out of the ordinary and out of the control of the Supplier, including earthquakes, floods, fires, national emergencies, unpredictable and prolonged loss of electrical power, outbreak of epidemic/pandemic of infectious diseases, and periods of prolonged political instability. Situations that can be reasonably predicted and thus planned for will not be considered either unusual or emergency situations, including peak production periods, machinery breakdowns, holidays, and seasonal fluctuations.

Emergency Response Plan

A document prepared by Supplier that describes actions to be taken during an emergency. It includes emergency contact information, emergency communication procedures, emergency hospital information, as well as procedures for control and containment of released product/chemical.

Emissions Allocation Methods¹

Sub-meter Method: directly sub-meter energy use for all facilities, equipment and operations associated with Apple manufacturing or production within each facility.

Production Method: use the ratio of total number of units produced for Apple at a facility to the total number of units produced within such facility

Sales Method: use the ratio of the sales/revenue from Apple-related sales of a product from a facility to the total sales/revenue from such facility

Ergonomic Hazard

A workplace condition or activity that poses a risk of bio-mechanical or cognitive/psychological injury to a Worker. Sources of risk may include but are not limited to:

- Improper workstation layout, work methods, or tools;
- Excessive force required, improper lifting positions, excessive vibration, body posture, repetitiveness of tasks, workflow, line speed, and work/rest regimens;
- Highly demanding visual tasks, controls, and instruments that are difficult to read or understand, job demand or pace, job control, and social stressors.

E-stop

Emergency stop (E-Stop) is a specialized electrical switch, specifically designed to allow an operator or other involved person to bring equipment to a safe stop should a Hazardous situation occur or threaten to occur.

F

Fire Barrier

A continuous membrane or a membrane with discontinuities created by protected openings with a specified fire protection rating, where such membrane is designed and constructed with a specified fire resistance rating to limit the spread of fire.

Fire Compartment

A space within a building that is enclosed by fire barriers on all sides, including the top and bottom (NFPA 101 3.3.48.1)

First Aid

Emergency care and treatment of an injured or ill person before complete medical and surgical treatment can be secured.

¹ Any unspecified methods subject to approval by Apple.



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Foreign Contract Worker (FCW)

Worker whose nationality/country of origin and permanent residence is different from the country in which the Supplier’s facility is located.

G

Good Faith

Collective bargaining in Good Faith implies recognizing duly elected representative organizations, endeavoring to reach an agreement, engaging in genuine and constructive negotiations, avoiding unjustified delays in negotiation, and mutually respecting the commitments entered into, taking into account the results of negotiations in Good Faith. This includes the overall desire to achieve mutually beneficial results and the obligation of all parties to act reasonably and lawfully.

Greenhouse Gas (GHG)

Includes carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), and fluorinated gases (sulfur hexafluoride (SF6), nitrogen trifluoride (NF3), hydrofluorocarbons (HFCs), and perfluorocarbons (PFCs).

Grievance

Grievances may include but are not and should not be limited to allegations or claims of Harassment and abuse, discrimination, retaliation, non-payment of wages, requests for discussions regarding hours and wages, food preferences, living conditions requests, and so forth.

H

Harassment

Unwanted behavior of a repeated or singular instance that can take place between a manager or supervisor and a Worker (vertical relationship), between a Worker and another Worker (horizontal relationship), between a manager and a contract or outsourced Worker, and between Workers and service providers, clients, or another Third Party.

Hazardous

A situation or condition having the potential to cause injury or death.

Hazardous Chemical

Solids, liquids, or gases that can harm people, other living organisms, property, or the environment if not properly controlled during manufacture, use, storage, disposal, or transportation.

Hazardous Waste

Waste that poses a direct threat to human or animal health or the environment.

I

Incident

An unplanned event that results in personal injury or property damage.

Indigenous Peoples

Per the United Nations Declaration on the Rights of Indigenous Peoples, “Indigenous peoples have the right to self-determination. By virtue of that right they freely determine their political status and freely pursue their economic, social and cultural development.

Industrial Activities

Areas that include storage areas and storage tanks, shipping and receiving areas, fueling areas, vehicle and equipment storage/maintenance areas, material handling and processing areas, Waste treatment and disposal areas, dust or particulate generating areas, and cleaning and rinsing areas.

Infected Individuals

A person who is showing symptoms of an Infectious Disease.

Infectious Disease

A disease or illness caused by pathogenic microorganisms (such as bacteria, viruses, parasites, or fungi) which can be spread, directly or indirectly, from one person to another.



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Interlock

An interlock is a feature that makes the state of two mechanisms or functions mutually dependent. It may be used to prevent undesired states in a finite-state machine, and may consist of any electrical, electronic, or mechanical devices or systems. In most applications, an interlock is used to help prevent a machine from harming its operator or damaging itself by preventing one element from changing state due to the state of another element, and vice versa.

Ionizing Radiation

A type of energy released by atoms in the form of electromagnetic waves or particles, such as x-rays, Beta rays.

J

Juvenile Worker

A Worker older than the applicable legal Minimum Legal Age for employment or 16 years of age, whichever is greater, but younger than 18 years of age who is employed directly or via a third party, to work at a Supplier’s facility.

M

Machine or Machinery

Is defined as an assembly of linked parts or components of which at least one moves and joined together for a specific application, fitted with a drive system other than directly applied human or animal effort.

Machine Builder (MB)

A company or an entity that builds machinery as per specification to achieve intended application result.

Mandatory Benefits

Benefits that Supplier is required to provide to Workers as per Applicable Laws and Regulations and/or employment contract.

Mass Rate

Flow rate of a specific pollutant species in an air emission stream over a specified time period.

Material Safety Data Sheet (MSDS)

Formal document containing important information about the characteristics and actual or potential hazards of a substance. It identifies the manufacturer of the material and usually includes:

- Chemical identity;
- Hazardous ingredients;
- Physical and chemical properties;
- Fire and explosion data;
- Reactivity data;
- Health hazards data;
- Exposure limits data;
- Precautions for safe storage and handling;
- Need for protective gear;
- Spill control, cleanup, and disposal procedures.

Materials Supply Chain

The path of a material from a source or origin, such as a mine for mined materials, a farm for biologically grown materials, or a point of collection for recycled materials, to Apple, which for a Supplier may include owned, operated, direct and/or indirect sourcing through a Subcontractor, Supplier, Processor, Mining Company or other source from which a Relevant Material may be mined, biologically grown, processed, traded, recycled, compounded, refined, or manufactured into goods provided by the Supplier to Apple.

Medical Test

A medical procedure performed to detect, diagnose, or evaluate disease, disease processes, and disease susceptibility, and/or to determine a course of treatment. This includes but is not limited to testing on physical, psychological and mental health status. Mandatory health checks and mental health test performed in conjunction with hiring are considered to be Medical Tests.



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Mining Company

Any entity that mines or manages mining operations of Relevant Minerals and produces primary ore. This includes mining companies or organizations that also aggregate and/or purchase minerals from artisanal and small-scale mining.

Minimum Legal Age

16 years of age, the legal minimum age for employment, or the age for completing compulsory education in that country, whichever is higher.

Minimum Wage

Legally mandated minimum pay per hour/week/month. Excludes allowances, overtime pay, discretionary pay, and bonuses.

N

Near-Misses

An Incident with clear potential for undesirable consequences (e.g. adverse impact on people, property, the environment or the business), even though no actual consequences occurred.

Nighttime Work

Any work carried out at night, in whole or in part, between 10:00 p.m. and 5:00 a.m. or the hours regulated as night work by Applicable Laws and Regulations, whichever period is longer.

Non-Hazardous Waste

Waste that does not pose a direct threat to human or animal health or the environment, such as food and yard or garden waste, packaging materials, and sanitary waste as specified in applicable regulations.

Non-Stormwater Discharge

Flows that do not consist entirely of Stormwater, such as surface runoff at the facility that can be potentially contaminated with pollutants from Industrial Activities.

Notice of Violation

A written method of alleging:

- A violation that does not qualify as a minor violation for which a “Notice to Comply” is the only allowable means of citation; or
- A minor violation that is not corrected within the time required.

O

Occupational Exposure Limit

Limits on the levels of workplace exposure developed by local regulatory agencies or safety and health organizations to prevent adverse health effects.

Official Working Hours Records

System of record keeping that most accurately reflects Workers’ actual hours of work, which may consist of multiple records including but not limited to:

- Time cards;
- Overtime approval/confirmation records;
- Shift schedule and production records.

Origin

The farm, mine and/or collection point of Materials. In the case of primary ore, this includes but is not limited to Mining Companies. For example, the collection point of recyclable waste in the case of recycled material, the farm in the case of bio-based material, or the mine at which primary ore originated in the case of mined material.

Overtime Hours

Amount of time worked beyond Regular Hours.

P

Process Equipment

The machines or equipment that use or generate the pollutant substance linked to the Air Emissions control systems.



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Process Wastewater

Water discharged from manufacturing or industrial processes with the potential to contain contaminants.

Prudent for Workplace Safety

Necessary to protect the Worker’s health, safety, or ability to perform his or her job or for the protection of other Workers at the facility.

Psychological Harassment

Humiliating or intimidating verbal or nonverbal behavior, including the throwing of objects.

Q

Qualified Health Professional

Licensed or certified individual (either onsite or offsite) with the knowledge, training, and experience necessary to review and assess a facility’s operating environment and any associated risks to the Worker.

R

Reasonable Notice

Maximum of one month prior notice, or less if required by Applicable Laws and Regulations, for a Foreign Contract Worker to voluntarily terminate employment contract or agreement.

Receiving Country

The country in which Supplier’s facility is located and in which the Foreign Contract Worker will be employed.

Receiving Land Use Category

A defined area or region of a generally consistent land use where the ambient noise levels are generally similar.

Regular Hours

Normal hours worked as determined by Applicable Laws and Regulations, or in the absence of such laws, as defined by contractual agreement between Supplier (or its agent(s)) and Workers or their representatives.

Relevant Materials

Any materials used in current and future goods supplied to Apple. This includes primary-sourced materials as well as recycled and renewable materials. Apple reserves the right to request information about additional materials used in other Apple-related business.

Return Fee

A kind of monetary incentives committed to the Workers by Supplier and/or TPEAs in short period of time, normally only several months, for Worker retention or attraction.

S

Safety Data Sheet (SDS)

The European version of the MSDS that meets international requirements.

Salient Issues

A company’s salient human rights and environmental issues are those that stand out because they are at risk of the most severe negative impact through the company’s activities or business relationships. The UNGPs concept of salience uses the lens of risk to people (and the environment), not the business, as the starting point, while recognizing that where risks to human rights and the environment are greatest, there is strong convergence with risk to the business.

Scope 1 Emissions

On-site direct GHG emissions principally from:

- Generation of electricity, heat, or steam;
- Physical or chemical processing;
- Company-owned and operated vehicles;
- Fugitive emissions.

Scope 2 Emissions

Indirect GHG emissions principally from purchased electricity, heat, or steam.



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Secondary Containment

The containment of Hazardous liquids in order to limit the area of spillage and prevent the pollution of the surrounding area and the environment. For a single container, capacity of Secondary Containment shall be sufficient to contain 110 percent of this container volume. For multiple containers, 110 percent of the largest container, or 10 percent of the aggregate capacity of all containers, whichever is greater.

Sending Country

The country of origin (place of permanent residence) of the Foreign Contract Worker.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature, when (a) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment, (b) an employment decision is based on an individual's submission to or rejection of such conduct, or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or sexually offensive environment. Offensive sexual comments, jokes, innuendos, and other sexually oriented statements. Display of pornographic materials or sexually explicit images. The following shall not be construed as Sexual Harassment:

- Interaction based on mutual consent; or
- Occasional compliments that are socially and culturally acceptable and appropriate unless they make an individual uncomfortable.

Stormwater

Water that originates during precipitation events, snowmelt runoff, as well as surface runoff and drainage. It excludes infiltration and runoff from agricultural land.

Stormwater Management Plan

A document that identifies structural and non-structural controls that will be put in place to minimize negative effects to the environment caused by offsite Stormwater discharges.

Student

A person who is enrolled at an Educational Institution and employed by a Supplier for an internship, apprenticeship, or any other educational or training program at a Supplier's facility ("Program") that is arranged by the Educational Institution and the Supplier.

System integrator (SI)

A company or an entity that assembles multiple machines and integrates/ installs at the specified location.

T

Technical Construction File (TCF)

Documentation provided by the MB/SI demonstrating conformity to the essential health and safety requirements of the Machine Directive 2006/42/EC.

TPEA or Third Party Employment Agency

A private service enterprise or a public or government agency, including subagents, carrying out operations on behalf of individuals or enterprises, whose role is to provide access to employment or career progression by filling employment vacancies.

U

Underage Worker

Any Worker under the Minimum Legal Age.

Underground Storage Tank

A tank and any underground piping connected to the tank that has at least 10 percent of its combined volume underground, mounded with earth, or in a vault.

Unreasonable Fees

All fees not allowed by applicable laws or regulations, and/or these Standards.

Unreasonable Deduction

Any deductions not allowed by applicable laws or regulations, and/or these Standards.



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Waste

Materials resulting from the production, transformation, and/or consumption of other materials, for which the generator or holder has no further use, and that will be or have been discarded or released to the environment.

Worker

Supplier’s full, part-time, and temporary employees, employed directly or via a third party.

Workplace

A physical place in which any of the following occur:

- Workers conduct work or frequently enter for business;
- Employment-related business is conducted as a result of employment responsibilities or employment relationship;
- Work-related social functions, conferences and training sessions, official business travel and lunches, dinner, or promotional campaigns organized for client or partners, telephone conversations, and communications through electronic media.

Workweek

A period of 7 consecutive days that is held consistent from week to week, for example, Sunday 12:01 a.m. to Saturday midnight.



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