

# **Shin-Etsu Handotai Europe Limited – Code of Management Ethics**

Rev: 4 Jan 2024

## **1.0 Scope**

This document has been prepared in order to clearly state Shin-Etsu Handotai Europe Ltd's Management ethics policy and how it shall be applied within the company and to its stakeholders. This document is compliant with the Shin-Etsu Group's Mission statement.

## **2.0 Responsibilities**

Responsibilities Senior Management at Shin-Etsu Handotai Europe Ltd are responsible for implementation of this policy. All employee's and agents of Shin Etsu Handotai Europe Ltd are responsible for adhering to this policy document. External stakeholders are encouraged to familiarise themselves with this policy and to comply with all legal requirements. All stakeholders are encouraged to report genuine ethical concerns via the appropriate reporting procedures.

## **3.0 Policy**

It is the policy of Shin-Etsu Handotai Europe Ltd (the company) that it, it's employee's and agents shall conduct business fairly, with integrity\* and in compliance with all applicable national and international laws.

The company also commits to responsible sourcing of minerals used directly in (or in support of) its business activities.

The company will not tolerate forced labour (including human trafficking) or child labour. Our Purchasing terms and conditions forbid the use of forced labour, child labour and physically abusive disciplinary practices. We reserve the right to terminate our relationship with a supplier if issues of non compliance with our policies are discovered and / or non compliance is not addressed in a timely manner.

Additionally the company commits to protect / observe intellectual property rights and to take necessary steps to prevent any improper disclosure or use of protected or sensitive information – thereby preventing any unethical or illegal advantage that may be gained through possession of that information.

The Company is a participant in the Responsible Business Alliance (RBA – formerly known as the EICC) and complies with relevant requirements.

The company shall ensure that procedures necessary for the implementation of this policy are maintained and communicated to stakeholders in an appropriate manner committing to maintaining an environment supporting the continual improvement of its ethical performance.

\*Integrity: conducting business with honesty, truthfulness and accuracy

## **4.0 Summarised Procedures**

### **4.1 Legal & ethical procedures ensuring fairness and integrity**

4.1.1 Accounting controls & procedures are maintained in line with the principles of the current relevant UK financial reporting standards and audited by independent auditors.

4.1.2 JSOX Business and IT controls & procedures are maintained in line with the requirements of the Japanese Financial Instruments and Exchange Law 2006 and audited by independent auditors.

4.1.3 Bribery, corruption, extortion and embezzlement: The Company prohibits bribery, corruption, extortion and embezzlement in all their forms.

4.1.4 Facilitations payments: The company prohibits facilitation payments made on it's behalf by any of it's employee's or agents. Company employee's and agents are forbidden from accepting facilitation payments.

4.1.5 Gifts & hospitality: In line with the UK Bribery Act, the Company accepts that gifts and hospitality

may be offered and accepted only for conventional social and business purposes at a level appropriate to the status and seniority of those involved. Great care must be taken to avoid any impression of a reward or encouragement for a favour or for preferential treatment.

As a guideline, gifts or hospitality to a maximum value of US\$50\* may be accepted or offered by employees without reference to management.

\*per occurrence / maximum 2 occurrences per year

Gifts / hospitality of higher value or frequency, may be acceptable providing they are registered, are in line with the status and seniority of those involved, have no influence on decision making (not encouraging reward, favour or preferential treatment) and are approved by a Director.

Details of Gifts and Hospitality are recorded and audited annually.

- 4.1.6 Political contributions and lobbying: The company prohibits payment on its behalf to political parties and organisations as well as to individual incumbents and candidates.
- 4.1.7 Charitable donations: The Company makes charitable donations to local, national and international charities. Great care must be taken to avoid any impression of a reward or encouragement for a favour or for preferential treatment as a result of these donations. All donations are carefully considered and details recorded and reviewed annually.
- 4.1.8 Conflicts of interest: Shin-Etsu Handotai Europe Ltd (The Company) requires its directors to comply with the requirements of the UK Company's act 2006. Furthermore, the company operates an environment of openness and trust and encourages employees to declare any potential conflict of interests such that full consideration can be given to surrounding circumstances and the situation managed in an appropriate manner. A register of conflicts is maintained and updated when required.
- 4.1.9 Confidentiality and Privacy: The company complies with the requirements of the UK Data Protection Act 2018 – additionally, all employees of the company are required to sign and adhere to the company's confidentiality agreement and all suppliers are required to adhere to appropriate confidentiality / non disclosure agreement(s). The company and its employees will protect the confidential and proprietary nature of any stakeholder data which has been disclosed in confidence or through the course of normal business activity.
- 4.1.10 Whistle blowing: The Company complies with the UK The Public Interest Disclosure Act 1998 and provides methods for stakeholders to report qualifying disclosures confidentially and without fear of retaliation.

Employees are encouraged to address any concerns in the first instance with their department management, Human Resources or any member of the management team with whom they feel comfortable discussing their concern(s). Such matters will normally be addressed via the company's internal grievance procedures.

For concerns over the Company's labour practices, health & safety, environment or ethics practices in general and which are not suited to the company's grievance procedures, a confidential reporting route via the email address [contact@seheurope.com](mailto:contact@seheurope.com) is also available to all stakeholders.

**In addition to SEHE's own whistleblowing contact mentioned above, a corporate whistleblowing hotline is operated by our ultimate parent Company (Shin-Etsu Chemical) and is available to all stakeholders**

#### **Regulations of the Compliance Consulting/Reporting System (Corporate)**

The purpose of the Regulations is to establish a system for proper handling of consultations or reports from employees or other relevant persons on violations of law, ethics or the company's rules, or other similar acts by an organisation or individual in order to promptly detect and correct such acts, to enable enhancement of the compliance management. The Compliance Consultation Office is established in the General Affairs Department of Shin-Etsu Chemical Co., Ltd. as an office to receive consultations or

reports from employees or other relevant persons on violations of law, ethics or the company's rules, or other similar acts (herein referred to as the "Consultation Office").

#### Methods for Consultation and Reporting

The contact with the Consultation Office shall be made by e-mail, facsimile, letter (in a sealed cover) to the following number or address or (for suppliers) via the website of Shin-Etsu Chemical Co.Ltd or via:

- E-mail: [soudan@shinetsu.jp](mailto:soudan@shinetsu.jp)
- Facsimile: +81-3-3279-3284
- Letter: 6-1, Ohtemachi 2-chome, Chiyoda-ku, Tokyo 100- 0004, Japan Attention: Compliance Consultation Office Shin-Etsu Chemical Co., Ltd.

4.1.11 Competition: The company complies with the requirements of the UK Competition Act 1998 and does not participate in anti-competitive or false / misleading advertising practices

4.1.12 Corporate Criminal Offence: The company recognises its responsibilities with regard to the Criminal Finances Act 2017 such as tax evasion or the facilitation of tax evasion.

The Company maintains suitable prevention procedures, which employees and agents are expected to comply with (failure to do so may result in disciplinary action and in serious cases the Company reserves the right to notify appropriate authorities of any suspected wrong doing).

The Company's expectations are also clearly stated in both its Sales and Purchasing Terms and Conditions. Risk assessments are carried out as required and if considered necessary further due diligence checks may be carried out on external entities. Should any potential problems be identified the Company would follow an appropriate investigation procedure with the concerned individual / entity before deciding what action may be appropriate.

## **4.2 Safety & environmental Issues**

4.2.1 Occupational Health and Safety: Shin-Etsu Handotai Europe maintains a system compatible with the requirements of ISO45001. This system is audited internally throughout the year and externally on an annual basis

4.2.2 Environment: Shin-Etsu Handotai Europe Limited maintains a system compatible with the requirements of ISO14001. This system is audited internally throughout the year and externally on an annual basis.

## **4.3 Labour Practices**

4.3.1 Discrimination: The company and its employees will not discriminate directly or indirectly in recruitment or employment on grounds of age, disability, sex, gender history or gender reassignment, pregnancy and maternity, colour, race, nationality, ethnic or national origin, sexual orientation, religion or belief, or because someone is married or is a civil partner.

4.3.2 Forced Labour: The Company will not tolerate any form of modern slavery, child labour or unethical recruitment / employment practices (such as retention of identification or immigration documents, charging of recruitment fees to employees or contractors, paying below national minimum wage in the Country of employment or imposition of penalties on employees who wish to end their contracts). The Company will comply with current working age and wage requirements, providing payslips as verification of accurate compensation for work performed and listing any deductions.

4.3.3 Working hours: Except in the case of emergencies or unusual situations working hours, including overtime) are not to exceed an average of 48 hours per week over a 17 week average period (in line with the UK Working time directive) with at least one day of every seven working days. All overtime is voluntary.

4.3.4 Harsh or inhumane treatment / dignity at work: Actual or threatened violence, gender-based violence, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers will not be tolerated. The company commits to treat all stakeholders with dignity, respect and courtesy in its business activity. Managers and others in a position of authority shall lead by example with the goal of preventing unfair treatment, bullying,

harassment or victimisation. Disciplinary policies and procedures in support of these requirements have been clearly defined and communicated.

- 4.3.5 Freedom of association: The Company respects employees right to freedom of association, should they wish to do so, within the limits of current UK law.
- 4.3.6 General: The Company supports, within its reasonable ability to influence, the protection of international human rights set out in the United Nations Universal Declaration of Human Rights, the International Labour Organisations fundamental conventions and the UN Global Compact. To support these activities, the Company maintains and implements a series of Human Resource Policies, issues an annual Modern Slavery Statement and endeavours to undertake initiatives of environmentally friendly technologies, processes and products.

#### **4.4 Suppliers and Subcontractors**

- 4.4.1 The Company requires its suppliers and subcontractors to consider the principles laid out in this Code which will, as far as possible, be used in selection and management of business partners. Adherence to national and international laws especially those relating to fair competition, freedom of association, confidentiality, and protection of human rights, equality and the prohibition of bribery in all its forms are considered of paramount importance. Monitoring may be carried out by audit of suppliers, requests for completion of Supplier Assessment Questionnaires or other means deemed suitable by the company.