

## momo.com Inc.

# Sustainable Development Principles for Suppliers/Contractors

momo.com Inc. and its affiliated companies (hereinafter momo) have long been committed to sustainable corporate development. In order to promote the sustainable development of all our suppliers, contractors and partners, we have formulated this “Sustainable Development Best Practice Principles for Suppliers/Contractors” (hereinafter the Principles) to be observed by all our suppliers and contractors to facilitate a balanced and sustainable development of the economy, society and the environment and ecology.

### **I. Scope of Management**

The Principles apply to commodity suppliers, logistics suppliers, general service suppliers and contractors.

### **II. Labor Rights and Human Rights**

The human rights of workers must be respected in a manner recognized by the international community, including but not limited to the United Nations’ “Universal Declaration of Human Rights,” “Guiding Principles on Business and Human Rights,” and “ILO Declaration of Fundamental Principles and Rights at Work” to ensure fair treatment and respect.

#### **1. Anti-discrimination**

- 1) No discrimination against workers is allowed with respect to recruitment, promotion, rewards, training opportunities, job placement, wages, benefits, discipline, dismissal and retirement in the recruitment and employment process on the basis of race, color, age, gender, sexual orientation, race, disability, religious beliefs, political affiliation, union membership, nationality or marital status.
- 2) No woman shall be required to take a pregnancy test and no pregnant worker shall be subjected to discrimination unless otherwise mandated by local laws or regulations regarding pregnant workers.
- 3) Workers or prospective workers should not be made to undergo discriminatory drug testing unless otherwise prescribed by local laws and regulations or to ensure safety in the workplace.

#### **2. Prohibition of harsh treatment, forced labor, human trafficking and harassment**

- 1) No harsh treatment, forced labor, human trafficking or harassment shall exist; no workers shall be forced to perform labor through coercion, deception, debt bondage, withholding of wages, restriction of movement or other unlawful means; and the rights of workers to terminate contracts as provided for in the Labor Standards Act shall be respected.
- 2) Pledge that the workplace is free from harassment. Do not threaten or subject workers to harsh or inhumane treatment, including sexual harassment, corporal punishment, mental coercion, physical coercion or verbal abuse, or any other form of intimidation that is inappropriate and against the law.

#### **3. Forced labor**

All labor shall be guaranteed to be done on a voluntary basis, and workers are free to leave their jobs or terminate their employment contracts by prior application. No worker shall be required to surrender any government-issued identity document, passport or work permit as a condition of employment.

#### **4. Prohibition of child labor**

The use of child labor is prohibited. The definition of child labor is governed by the laws of the locality where the workers are employed.

#### **5. Working hours**

Except in cases of emergency or non-policy requirements, the maximum number of hours worked per week (including overtime) and the provisions for leave (including the right to ask for

leave and to take a vacation) shall be at least subject to the laws of the place where the workers are employed.

#### **6. Compensation and benefits**

Workers must be paid at least the minimum wage stipulated by the relevant laws of the place where they work and be provided with statutory benefits. In addition to regular wages, workers shall be paid overtime according to the relevant laws for overtime hours worked. Wages shall not be deducted for disciplinary purposes. Wages must be paid on time and the details of wages must be explained to workers in a timely and clear manner.

#### **7. Freedom of association**

The rights of workers to freedom of association, to form and join labor organizations, to seek representation and to bargain collectively, as provided for by the laws of the locality where they are based, must be respected. Workers should be protected against discrimination in recruitment on the grounds of labor union membership, in particular on the condition of renouncing labor union membership or agreeing not to join a labor union, or dismissal or discriminatory treatment on the basis of labor union membership or participation in labor union activities outside of working hours (or during working hours if permission is given, or required by the relevant legislation to be carried out during working hours).

#### **8. Apart from the above basic human rights, workers should be furnished with multiple channels of complaints and requisite remedial measures.**

### **III. Occupational Safety and Health**

Suppliers/contractors shall undertake to observe unconditionally the Occupational Safety and Health Act and other relevant legislation.

1. Provide a safe working environment, preventive maintenance, protective devices (such as protective shields, interlocking devices and fences) and relevant workplace safety and health training courses to mitigate health and safety risks and hazards in the workplace.  
Should these measures not succeed in managing risks, workers should be supplied with appropriate personal protective equipment.
2. Identify, assess and control risks to workers when exposed to hazardous chemicals, biological and physical factors, and where engineering and management tools are not effective in keeping the risks in check, provide workers with appropriate personal protective equipment.
3. Manage, track and report occupational injuries and diseases in the workplace, classify and record occupational accidents and diseases, investigate the causes of accidents and propose improvement measures to eradicate the root causes, provide necessary treatment and assist workers to recover and return to work.

### **IV. Environment**

#### **1. Toxic substance management and restrictions**

All relevant legislation prohibiting or restricting the use of specific substances must be complied with. To ensure the safe handling, transfer, storage, recovery, reuse and disposal of toxic substances, substances that have taken their toll on the environment when released should be identified, labelled and managed, while the requirements of relevant legislation on recycling and disposal should be observed. Safety data sheets on all substances that are hazardous or toxic, written in the main language used by workers, should be posted in the workplace and training should be provided to workers who come into direct contact with these substances at work.

#### **2. Discharge of wastewater and solid waste**

Wastewater and solid waste produced during the manufacturing/production process and sanitation facilities must be routinely monitored and relevant measures must be introduced to identify, manage and ensure optimal use of resources prior to discharge or treatment, and then such waste is sorted and disposed of pursuant to the relevant legal requirements.

#### **3. Emissions**

Volatile organic chemicals, fumes, corrosives, particulates, ozone-depleting chemicals, explosive

by-products emitted in the course of the manufacturing/product process should be segregated, routinely monitored and managed, and treated in accordance with the relevant legal requirements prior to emission.

#### **4. Environmental permits and reports**

All necessary environmental permits and approval documents should be obtained, maintained, as well as retained in their most recent version as prescribed by the relevant laws of the locality in which the premises are located, and the operational and reporting requirements under the permit should be adhered to.

#### **5. Prevention of pollution and conservation of resources**

Efforts should be made to reduce or eliminate waste in all its forms at source and to stamp out or minimize emissions and discharges of pollutants and waste generation as much as possible. Conservation of natural resources (including water, energy, fossil fuels, minerals and primary forest products) can be achieved by implementing conservation measures in equipment, maintenance or production processes, or by recycling, reusing or replacing materials.

#### **6. Incentives to set up greenhouse gas reduction initiatives and to obtain relevant eco marks and certifications**

Companies are advised to set greenhouse gas reduction targets and actions and to find ways to boost energy efficiency and reduce greenhouse gas emissions. We also urge companies to secure domestic and international environmental marks/labels for their products, including but not limited to domestic eco marks, Type II environmental labels, energy saving marks, water saving marks, carbon footprint labels, carbon reduction labels, green building materials marks, Taiwan wood marks, etc.; including, without limitation, such international certifications as the US Green Seal, the Japan Eco Mark, the Thailand Green Label, the New Zealand ENCZ, the Ukraine Eco Mark, the Israel Eco Mark, the Hong Kong Eco Mark, the Philippines GCP, the EU Eco-Label, the GreenPro Label, the Indonesia Eco-Label, the Korea Eco-Label, the Australia GECA, the China Environmental Product Certification, the Nordic Swan Ecolabel, the Germany TÜV Rheinland Green Product Mark, the Brazilian ABNT Ecolabel, the Singapore SGLS, the Swedish Bra Miljöval, the Kazakhstan Eco Labelling, the Chinese Environmental Label, the Blue Angel Eco-Label, the TCO Certified Label, the Malaysia SIRIM Eco-Labeling Scheme, the Programme for the Endorsement of Forest Certification (PEFC), the North American UL Ecologo, the Russian Vitality Leaf Ecolabel, the Energy Star, the Forest Stewardship Council (FSC), or other sustainability/environmental certifications. We also advocate the use of locally sourced ingredients and raw materials to protect biodiversity and ease the strain on the environment during transportation.

### **V. Business Ethics**

#### **1. Extortion or improper gain**

Any form of expected promises, bribe, commission, kickback, gift, hospitality or other improper advantage to any unit/personnel of momo is prohibited. If we discover and verifies such, it has the right to immediately terminate all cooperation and take relevant legal actions, and is also entitled to demand a punitive default penalty of 20% of the total transaction amount of the previous year or NT\$1.5 million (whichever is higher).

#### **2. Information disclosure**

Information on the business activities, structure, financial position and operational performance shall be made publicly available in accordance with relevant laws and prevailing industry standards.

#### **3. Fair dealing, sales promotion and competition**

Fair dealing standards must be observed in sales promotions, sales and competition, while anti-competitive clauses must be followed.

### **VI. Quality and Safety**

#### **1. Legal compliance**

Suppliers/contractors shall guarantee that the product mix (including giveaways) commissioned for sale and the data and labeling requirements (including national certification document numbers, patent documents, trademark documents, bills of entry, source documents, portrait rights, endorsement rights, copyrights, etc.) and images mentioned are legal and do not constitute a violation of moral code or the law.

## **2. Inspection**

Suppliers/contractors shall, upon reasonable notice from momo, cooperate at no charge with factory inspection and product random testing, manufacturing and handling procedures to conform to our quality management standards.

## **3. Insurance**

Proper merchandise insurance shall be offered to cover the risks associated with the sale and use of the merchandise and certificates of insurance shall be presented at the request of momo. No termination or variation of the contractual provisions of the insurance shall be made without the written consent of momo.

## **4. Rules for removal from the shelves**

In the event of any unusual or negative press reports, disputes or concerns about safety hazards before or after the goods are purchased, we may immediately remove the goods from the shelves, refuse to accept them, return or exchange them, or cooperate with momo's instructions to handle, return or exchange them, recall them or unconditionally return all of them.

## **VII. Information Security and Privacy Protection**

1. Suppliers/contractors are expected to safeguard the confidentiality of data, systems, equipment, cyber security and other information services, including the confidentiality of privacy and personal data.
2. Suppliers/contractors shall abide by momo's Privacy Policy and Information Security Policy and be responsible for communicating its policies and the requirements of the Principles to their workers.

## **VIII. Sustainable Procurement**

Suppliers/contractors are required to promote action plans for sustainable sourcing within their own supply chains from the perspective of mitigating environmental and social implications and impacts, including developing sustainable sourcing policies, increasing local sourcing rates, ensuring that raw materials/products are free from conflict minerals (including all sources and supply chains), and following the Organization for Economic Co-operation and Development's (OECD) due diligence guidance for responsible supply chains of minerals from conflict-affected and high-risk areas, as well as cooperating with relevant origin surveys and corroboration, to implement responsible sourcing practices and promote and build sustainable supply networks.

## **IX. Publication of the Principles**

Suppliers/contractors understand and agree to comply unconditionally with the provisions of the Principles as may be amended from time to time by momo and agree that we may disclose such amendments by means of announcements on the e-Procurement system without notice in any form to each supplier/contractor. (The End)