

# ASMPT Limited

# Code of Business Conduct

Our Code applies to all employees of the ASMPT Group of companies, including all business segments and all its subsidiaries. This Code does not alter any of our terms and conditions of employment, nor does it create contractual rights for you or others

## Letter from Our Chief Executive Officer

Our goal in ASMPT is to strive for continued total customer satisfaction. We achieve this through quality products and reliable customer service. Underlying the foregoing is our strong commitment to ethics and integrity and our core values define the means by which we do business. We believe that doing the right thing each and every day is critical to our ongoing success.

ASMPT's Code of Business Conduct has been updated to reflect our growing and evolving business, and sets forth the standards by which we conduct our operations. Being ethical and compliant is more important now than ever before with growing emphasis on ethical corporate business practices and the proliferation of relevant laws and regulations. This Code applies to all employees, to conduct every aspect of their work fairly with the highest ethical business standards, including complying with all applicable laws and regulations.

Similarly, we expect our business partners to share in our values and beliefs. Our business partners include sales agents and distributors, suppliers, contractors, freight forwarding agents and consultants, amongst others. Our Code of Business Conduct sets out our clear expectation of the standards that our business partners should follow. We only do business with companies that meet our ethical standards.

Ethical behavior goes beyond merely meeting our legal obligations – it makes good business sense to be compliant. Our reputation is integral to our success, and reputation comes from our actions on an ongoing basis.

Please read the Code carefully and thoroughly. Let's all apply the principles it states in the course of our work, and do our best to protect and enhance ASMPT's reputation for integrity!

Yours sincerely,

*Robin Ng*

Chief Executive Officer

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## **I. Purpose of the Code of Business Conduct**

### **a. Purpose of Our Code**

ASMPT has a strong commitment to ethics and integrity, and we are expected to perform our job honestly, diligently and responsibly. Observing the law and the legal system in every country where we do business is the fundamental principle of ASMPT. This Code of Business Conduct has been prepared to guide us in making the right choices when we are called upon to do so. Understanding this Code is vital in maintaining the ASMPT culture and reputation.

### **b. Applicability of our Code**

This Code is applicable to all employees of ASMPT, including all business segments and units, operating companies and subsidiaries worldwide. We are all bound by the same Code.

In addition, ASMPT expects its business partners to act in a manner consistent with our Code. These include sales agents and distributors, suppliers, consultants, freight forwarders/agents and other third party providers. They shall be referred to and comply with this Code, and comply with all applicable laws. We only work with business partners who share our ASMPT values and ethics.

### **c. Expectations of Employees**

All employees of ASMPT are expected to read, understand and follow our Code, and to act with honesty and integrity when acting on behalf of the Company. We have to follow the laws and regulations that apply. Always seek guidance when you have questions, and report any suspected violations as spelled out in the “Raising Questions and Concerns” section of our Code.

### **d. Additional Expectations of Executives, Managers and Supervisors**

Those in supervisory roles must fulfill your duties of organization and supervision, and bear responsibility for all employees entrusted to you. You have the additional responsibility to emphasize the importance of ethical conduct and compliance, and promote them through personal leadership and training. The best way to inspire ethical behavior in others is to lead by example.

It is the responsibility of all executives, managers and supervisors to see that there are no violations of laws within your area of responsibility that proper supervision could have prevented. You are still responsible, even if you delegate particular tasks.

## **II. Business Conduct**

### **a. Ethics and Integrity**

In ASMPT, we believe that honesty, integrity and fair play are important company assets in business. It is therefore important that you do not offer bribes or other means to obtain an undue or improper advantage, or accept bribes or other means in exchange for granting special favour, in order to ensure ASMPT’s reputation is not tarnished by dishonesty, disloyalty or corruption. You shall comply with all laws and regulations on prohibited business practices and at the same time, uphold fair business standards in advertising, sales, and competition.

### **b. Privacy and Handling of Confidential Information**

ASMPT places utmost importance protecting confidential business information and personal data of employees. All employees shall apply appropriate measures to protect and comply with information and privacy security laws and regulations. All staff records and information collected for our personnel records are treated as confidential unless business needs require otherwise.

### III. Respects and Values Our People

#### a. Respecting Our Employees

ASMPT recognises that the well-being of our employees is a crucial factor in our daily business, and is committed to ensure that our employees are treated with respect. ASMPT follows all applicable labour and legal laws and regulations wherever we conduct business. In addition, ASMPT aligns practices to industry standards, including the Responsible Business Alliance Code of Conduct, to uphold the human rights of our employees.

#### b. Discrimination and Harassment

ASMPT does not permit nor condone any discrimination against any one because of his or her gender, race, colour, age, religion, sexual orientation, nationality or ethnicity, political affiliation, pregnancy, marital status, disability, veteran status, and/or other characteristic protected under applicable law. No decisions of recruitment, salary adjustment, promotion prospects, staff benefits and access to training shall be based on the above criteria. We do not permit nor condone any form of harassment, violence, abuse or exploitation.

#### c. Freely Chosen Employment

There is no forced, bonded (including debt bondage) or indentured labour in ASMPT, and all employment is freely chosen and voluntary. In compliance to the Modern Slavery Act 2015 UK, no slavery or human trafficking is allowed. All employees are treated in a fair and humane manner in addition to freedom of movement in that there are no unreasonable restrictions on entering or exiting company-provided facilities. Employees are not required to surrender any government-issued identification, passports, or work permits as a condition of employment, unless such holdings are required by law. Workers<sup>1</sup> shall not be required to pay employers' or agents' recruitment fees or other related fees for their employment beyond the regulatory or industry guidelines. As part of the hiring process, workers must be provided with a written employment agreement in their native language that contains a description of terms and conditions of employment prior to the worker departing from his or her country of origin and there shall be no substitution or change(s) allowed in the employment agreement upon arrival in the receiving country unless these changes are made to meet local law and provide equal or better terms.

#### d. Child Labour

ASMPT does not employ any person who is under the minimum age requirement stipulated in local labour laws and regulations or under the age for completing compulsory education. We support apprenticeship and internship programs that comply with local laws and regulations, including the health and safety of these participants.

#### e. Wages and Benefits

Compensation including overtime pay and deductions from wages to employees and use of temporary, dispatch and outsourced labour shall comply with all applicable local labour and wage laws. Every employee's salary and benefit commensurate with individual qualification and working experience, with regular review of salary ranges to reflect competitiveness. Salary is highly confidential and personal, and thus, inappropriate to disclose such private information to others, including fellow colleagues.

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<sup>1</sup> "Worker" under the Responsible Business Alliance refers to a foreign migrant worker who is recruited and migrates from his or her home country to another country for specific purposes of employment

- f. **Working Hours**

Our working hours follow strictly the requirements stipulated in the local labour laws and, if needed, we will review our practices with references to such requirements.
- g. **Freedom of Association**

ASMPT recognises the right and freedom of association of our employees in accordance with local laws.
- h. **Health and Safety**

ASMPT strives to minimize any potential safety hazards, and complies with all applicable local laws regarding safety requirements. Practices such as proper design, engineering controls and administrative controls are adopted. Appropriate measures shall be taken where possible to eliminate physical and chemical hazards. Where physical or chemical hazards cannot be eliminated, appropriate engineering controls such as physical guards, interlocks and barriers, or closed systems and ventilation are adopted. In addition, appropriate and qualified personal protective equipment and appropriate administrative controls such as safe work procedures are provided. Reasonable steps are taken to remove pregnant women/nursing mothers from working condition with high hazards, remove or reduce any workplace health and safety risks to pregnant women and nursing mothers. You shall adopt and at all times follow all safety measures put in place
- i. **Emergency Preparedness**

ASMPT identifies and assesses potential emergency situations and events, and their impact minimized by implementing emergency plans and response procedures. You shall follow these plans and procedures which include effective measures such as emergency reporting, employee notifications and evacuation procedures, emergency drills and recovery plans.
- j. **Occupational Injury and Illness**

Procedures and systems are established to prevent, manage, track and report occupational injury and illness. You are encouraged to report, classify and record injury and illness cases. Managers and supervisors shall investigate cases and implement corrective measures to eliminate the causes, provide necessary medical treatment and facilitate the return of your workers to work.
- k. **Physically Demanding Work**

ASMPT identifies, evaluates and controls our employees' exposure to hazards of physically demanding tasks, including manual handling, heavy or repetitive lifting, prolonged standing, and highly repetitive or forceful assembly tasks.
- l. **Sanitation and Hygiene**

ASMPT believes that a clean working environment is beneficial to the well-being of our employees. We strive to maintain a high level of hygiene in the workplace through practices like regular office cleaning, daily cleaning of public/common areas and provision of clean drinking water.

#### **IV. Conduct with Our Customers and Suppliers**

a. Fair Competition and Anti-Trust Laws

Competition laws, or anti-trust or anti-monopoly laws, permit markets to develop freely, where businesses compete to provide quality products or services at competitive prices and compete in research and development. ASMPT takes a serious view of anti-trust laws, abides by the rules of fair competition, and prohibits activities that negatively affect the market. You shall not be involved in price fixing, dividing territories, allocating customers, agreeing to contract terms with our competitors, or other similar activities. You shall not have any agreements or understandings with our customers, suppliers and other business partners that may unlawfully restrict competition. Anyone found in violation of anti-trust laws may be subjected to civil and/or criminal charges.

b. Gathering Competitive Information

ASMPT competes ethically and effectively in the marketplace. We gather certain forms of competitive information responsibly and ethically to avoid the risk of violating our Code and the law. As a general rule, you can collect and use information that is publicly available. You can use information from conversations with customers, as long as they are not confidential or related to anti-competition practices. You can use information from reputable advisers and consultants with appropriate assurances that it was properly obtained.

Any improper gathering of information or even an appearance can result in legal trouble for the Company and you. Therefore, you must never seek to obtain or use competitors' confidential or proprietary information either directly from competitors or through misrepresentation or any other improper means such as industrial espionage, bribery, theft or electronic eavesdropping, or communicate knowingly false information about a competitor or its product or services.

c. Anti-Corruption

ASMPT follows local and other applicable international anti-corruption laws in all countries where we do business, including the Foreign Corrupt Practices Act USA, the Bribery Act UK, and the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. We compete fairly for orders with the quality and the price of our innovative products and services, not by offering improper benefits to others. You may not directly or indirectly offer, promise, grant or authorise the giving of money or anything of value to a government official or private commercial counterparty to influence action or obtain an improper advantage.

You are not permitted to use your job to solicit, demand, accept, obtain or be promised advantages for yourselves or for your family members.

Anyone caught accepting or soliciting such improper benefits will face serious disciplinary action including dismissal, and civil and/or criminal liability and severe penalty.

d. Trade Compliance

ASMPT complies with applicable import and export controls, and customs laws and regulations in the countries where we do business. Export generally refers to the transfer of goods, services, hardware, software or technology to another country, including by electronic transmission or verbally. Some product, service or technology, and some countries especially embargoed/sanctioned countries, require applicable export licenses and permits, and proper duties paid, before any export can occur.

Violations of import export and customs laws and regulations may lead to serious penalties, including fines and governmental withdrawal of simplified import and export procedures hence impacting seamless supply chain. You must follow all export control, import laws and regulations, all applicable economic sanctions and any related policies and procedures established by the business.

## **V. Avoiding Conflicts of Interest**

### **a. Conflicts of Interest**

It is our duty to make business decisions in the best interest of ASMPT, not based on our own personal interests. Conflicts of interest arise when we engage in activities or advance personal interests at the expense of ASMPT's interests.

A conflict can take the form of a business relationship with, or an interest in, a competitor, customer or vendor of ASMPT, or participation in outside employment that prevent you from being able to fulfill your responsibilities at ASMPT. Being able to exercise or are capable of exercising a direct or indirect influence on the company providing goods and services to ASMPT is considered a conflict of interest. It is important that you recognise and avoid conflicts of interest, or even the appearance of a conflict of interest, as you conduct your professional activities. Do seek guidance from your executives or your Compliance Officer if you are not sure what constitutes a conflict of interest.

You must inform your Compliance Officer immediately of any personal interest you could possibly have in connection with the execution of your professional duties. The Company may take suitable measures to eliminate any conflicts of interest. Having a conflict of interest is not necessarily a violation of our Code, but failure to disclose it always is.

### **b. Outside Employment**

Before you engage in other outside work for remuneration you must seek written permission from personnel department. You may not seek outside employment that is detrimental to the interests or reputation of ASMPT, or is in competing activities with ASMPT, or perform work for a supplier of ASMPT. You may not accept outside work if it diminishes your ability to devote the necessary time and attention to your duties in ASMPT.

### **c. Insider Trading**

You may come across inside information with regard to ASMPT or that of our customers, suppliers or joint venture partners whose securities are trading on a stock exchange or an organised securities market. Trading in these companies' shares while aware of inside information about that company is considered "insider trading".

Inside information is any material information which is not public knowledge, which, if it became publicly known, would likely have a significant effect on the price of the insider security. Once material information has been disclosed publicly to the marketplace through established channels and the public has had enough time to absorb the information, it is no longer "inside information".

You must maintain the confidentiality of inside information and not divulge to colleagues who do not need it to perform their duties. You must be careful not to share inside information with those outside the Company, and are not allowed to recommend that a third party acquire or dispose securities for which that information is relevant, or to otherwise induce a third party to do so. Insider trading is illegal.

Executives, managers and supervisors can be held personally liable for damages in some cases if your employee violates insider trading rules and proper supervision could have prevented the violation.

## **VI. Handling Company Properties**

### **a. Handling of Company Property**

Company property includes facilities, equipment, vehicles, software, design and product drawings, computers, tools and supplies. You are entrusted with the proper use of these Company assets, and to protect these assets from theft, damage, loss and misuse.

You are not permitted without the consent of your executive, manager or supervisor to make records, files, video or audio recordings, or reproductions using ASMPT's equipment or facilities if the activity is not directly related to Company business. Any violations of improper handling of company property are treated seriously, and may be subject to disciplinary actions including civil or criminal prosecution.

### **b. Records and Financial Integrity**

ASMPT has sound processes and controls in place so that transactions are executed according to approved authorisation. You are required to follow these processes and controls, and must prevent and detect unauthorised use of ASMPT's assets. You are required to make sure that ASMPT's books and records you create or are otherwise responsible for are complete, accurate, honestly reflect each transaction or expenditure, are timely and in accordance with applicable accounting rules and standards.

ASMPT's books and records include but are not limited to all data, certifications and other written materials provided for financial reporting and disclosure purposes as well as materials collected for other purposes. These also include personnel, time, expenses and safety records.

### **c. Protection of Intellectual Property**

One of ASMPT's most important assets is our proprietary and confidential information including our intellectual property rights. You must be vigilant in protecting ASMPT's confidential and proprietary information, and follow the safeguards put in place to protect these from unintended or deliberate misuse.

Patents, copyrights and trademarks belonging to others may not be used without express permission from the owner. Any transfer of discoveries, inventions, know-how, concepts, processes, products and methods related to the business, and products and services of ASMPT must be done in a manner that protects intellectual property rights. Any violations are viewed seriously, and will be subject to disciplinary actions.

### **d. Data Protection and Data Security**

ASMPT owns or has license to the technology we use in our business, including hardware, software and computer systems. You must ensure these technologies are not used for unauthorised, abusive, unethical, inappropriate or illegal purposes.

Personal data must be maintained in a secure manner and appropriate precautions shall be taken when transmitting it. You must follow Company procedures to ensure personal privacy protection and safeguarding of data security, and complying with all local laws, including but not limited to the Personal Data Protection Act where applicable.

## VII. Environment and the Global Communities

### a. Environmental Sustainability

Part of being an ethical company means doing business responsibly and protecting our global community. ASMPT is committed to comply with all applicable environmental rules and regulations, and to minimise adverse effects on the community, environment and natural resources while safeguarding the health and safety of the public and employees. You must abide by these laws and environmental policies and procedures established by the business for the protection of the environment.

### b. Responsible Sourcing of Minerals

ASMPT takes appropriate measures to assure that the tantalum, tin, tungsten, gold (3TG) and cobalt used in the products we manufacture are not directly or indirectly sourced from restricted or embargoed countries. Some countries have trade restrictions imposed due to financing terrorism, involved in narcotics trafficking or proliferation of weapons of mass destruction benefiting armed groups, or perpetrators of serious human rights abuses. You must exercise due diligence as set out in the Company's policies and procedures with your supply chain to ensure international trade compliance, and alignment to the Responsible Business Alliance's Responsible Minerals Initiative. Such responsible sourcing of minerals has to be communicated to your suppliers and the suppliers' suppliers, to ensure the entire supply chain is compliant.

### c. Anti-Money Laundering

Money laundering is the process of disguising the nature and source of money connected with criminal activity such as terrorism, drug trafficking or bribery, by integrating tainted monies into the stream of commerce so that it appears legitimate or its true source or owner cannot be identified.

ASMPT conducts business with reputable customers, suppliers, consultants and business partners involved in lawful business activities and whose funds are derived from legitimate sources. We do not facilitate money laundering, and abide by applicable anti-money laundering laws. Our processes and procedures are designed to detect and deter suspicious forms of payment or customers or other transactions that could involve money laundering. To avoid problems in this area, you must be attentive to and report suspicious behaviour by customers, consultants and business partners. You must also follow all accounting, record-keeping and financial reporting requirements applicable to cash and payments in connection with other transactions and contracts.

## VIII. Raising Questions and Concerns

### a. Reporting Misconduct and Violations

Reporting concerns contribute to our ethical culture and help ASMPT minimise any damages to our fellow employees, other stakeholders, Company and brand. If you are unsure about the right thing to do in a business situation, or whether the Code is being violated, you must seek guidance. You have a responsibility to alert your executive, manager or supervisor, or your local office reporting channel, or the Whistleblower Email below if you have knowledge of or any reason to suspect misconduct or actual or potential violation of this Code.

### b. Whistleblower Email

In cases where you have notice of any violations (whether suspected or actual) relating to ASMPT business conduct regarding fraud, bribery, corruption, financial irregularity or conduct otherwise in violation of this Code committed by employees or others, you must report violations to the Whistleblower Email at **fraud@asmpt.com**, or by mail to:

#### **Chairman of ASMPT Board**

ASMPT Limited  
19/F, Gateway ts  
8 Cheung Fai Road, Tsing Yi  
New Territories, Hong Kong

#### **Chairman of ASMPT Audit Committee**

ASMPT Limited  
Room 1104, Crawford House  
70 Queen's Road Central  
Central, Hong Kong

The Whistleblower Email allows you to alert the Chairman of the Board or the Chairman of the Audit Committee – anonymously, if necessary – on any suspected or actual violations. You will be protected against adverse employment actions for raising your concerns in good faith and your anonymity will be maintained if you desire it.

Please be aware that your information may have serious consequences for the persons involved in any allegations of impropriety. False reports may lead to disciplinary action.

## IX. Consequences of Code Violations

This Code is an integral part of our ethical culture and reputation. Code violations may result in serious disciplinary action – up to and including termination. In appropriate cases, ASMPT may also refer misconduct to appropriate authorities for prosecution. This may subject the individuals involved to civil and/or criminal penalty. We have zero tolerance of violation.