

# Code of Conduct

October 2024

## Overview and Scope

The Code of Conduct covers a series of business ethics, values and requirements of the Hikrobot Group, providing guidance for business choices and business practices of employees, to create an honest, respectful and fair working environment.

The Code of Conduct applies to each and every one of us, directors, managers, employees of Hikrobot and its subsidiaries over the world. We also encourage and expect our customers and business partners to follow similar values and business ethics standards.

## Our Values and Principles

The purpose of Code of Conduct is to illustrate Hikrobot's ambition in terms of sustainable and responsible development. The Code of Conduct shape how we act correctly in daily business activities and make the right choices.

We adhere to the fundamental core values: Operate with integrity, Respect others and Responsible to society.

## **Operate with Integrity**

Hikrobot is committed to operate with integrity when we manage relationships with our business partners, customers, shareholders. We shall comply with the applicable laws, regulations and policies of the country in which we operate. We conduct our operations with honesty, integrity and respect.

## **Relationships with customers and business partners**

Hikrobot is committed to establishing mutually beneficial relationships with our customers and partners. In the process of business exchanges, we should correctly practice and deliver our vision, mission, and values.

We should represent our products and services fairly and accurately in our marketing activities and in our dealings with customers in a fair, honest and respectful manner. We expect our business partners to comply with all applicable laws, regulations, and internationally recognized principles and are responsible for their supply chain to meet the requirements of the same.

Any breach of the obligations from suppliers, contractors, distributors, consultants stated in the Code of Conduct may be considered as a material breach for which Hikrobot reserves the right to exercise its rights as stated in commercial contracts including termination of partnership.

## **Conduct Business with Integrity**

### **Anti- Bribery and Corruption**

Any form of fraud, corruption, extortion or other behavior involving improper benefits shall be strictly prohibited. We will not directly or indirectly offer, promise or accept bribes or other unlawful/improper benefits/advantages from business partners. Business partners shall not offer any form of benefits or gratification to Hikrobot's employees to obtain an unfair business advantage. Every employee must carry out business in a professional, fair and honest manner.

### **Anti-money laundering**

Money laundering is illegal and strictly prohibited by Hikrobot. We encourage our employees and partners to report on any suspicious transactions in a timely manner.

### **No Gift Policy**

All employees shall apply and act in good faith to ensure gifts are offered and accepted in appropriate circumstance, such as promotional events to the extent of appropriate business standard and never provide an improper advantage or create conflict of interest.

### **Fair Competition**

We conduct all our activities in a fair and reasonable manner which is in line with all applicable laws and international competition regulations and avoid negative impact upon competition when carrying out business activities. We will carefully identify the anti-monopoly compliance risks in our business dealings and always act in accordance with laws, regulations and good practices.

**Export Controls and Sanctions**

Hikrobot is committed to compliance with all applicable export control and economic sanctions laws and regulations. All employees is expected to participate compliance training, understand common red-flag signals, report any actual or potential compliance issues to compliance officer.

**Data Protection, Privacy & Intellectual Property**

We value the personal data protection of customers, users, employees and other relevant parties, and is committed to handling personal data in accordance with the legal and ethical standards of the countries and regions where the business operates.

Hikrobot respects the privacy and dignity of all individuals and is committed to protecting the privacy and personal information of employees, customers, or others. We strictly comply with the laws, regulations, policies, procedures and requirements applicable to personal privacy and personal information, to protect the personal information received by Hikrobot from any unauthorized access, destruction, use, modification, or disclosure.

Employees are committed to protecting Hikrobot's assets, whether in the form of tangible assets, intellectual property, trade secrets and other assets from activities and services that are directly or indirectly harmful to Hikrobot's interests. All employees shall use the company assets only for legitimate business purposes and shall take measures to prevent the assets of Hikrobot from being damaged, illegally occupied or improperly used.

**Accurate Records and Reports**

All financial documents, reports, accounts and records related to Hikrobot shall be complete and accurate. This includes any reports or other documents submitted internally or externally, such as product testing, sales, revenue and costs, research and

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service reports. We must refrain from making any false or misleading statements, declarations, reports and documents.

## **Respect and Treat others as Equals**

Hikrobot is committed to creating a safe and equal trust working environment with equal employment opportunities, aiming to eliminate any discrimination or harassment in the work. Hikrobot respects and protects human rights and contributes to identifying and avoiding potential human rights issues in our business activities through appropriate due diligence.

### **Health and safe working environment**

Hikrobot is committed to providing a work atmosphere of honesty, integrity, mutual respect and trust, and to maintaining a healthy, safe work environment. We strive to adhere an open and honest way of communication. We provide regular competitive training to help employees achieve their career goals.

### **Non discrimination**

We adhere to the principle of fair and non-discriminatory treatment of employees, and do not allow discrimination or harassment in the work environment on grounds of race, color, religion, gender, age, nationality, family background, disability or other factors unrelated to the legal and legitimate interests of the company.

### **No forced labor, child labor**

Hikrobot strongly opposes and strictly prohibits human trafficking, child labor, forced labor or other forms of compulsory labor in the company's business operations, and is committed to eliminating similar situations in our supply chain. The company prohibits inhuman treatment including corporal punishment.

## **Protect human rights**

Hikrobot is committed to the protection of human rights with high standards. We respect Universal Declaration of Human Rights, International Covenant on Civil and Political Rights (ICCPR), International Covenant on Economic, Social and Cultural Rights, and ILO Declaration on Fundamental Principles and Rights at Work. We will not knowingly condone or contribute to adverse human rights impacts caused by the actions of our business partners. If we become aware of an adverse impact, we will engage to come up with the solution to prevent or mitigate the adverse impact.

## **No harassment**

Hikrobot insists on creating a positive, respectful and non-harassing working environment for all employees. We do not tolerate any form of illegal, unsafe, or unethical harassment in the workplace, in particular, sexual or moral harassment or discrimination against employees.

## Responsible to Society and Environment

Hikrobot is committed to integrating corporate social responsibility and sustainability into our business, with innovative intelligent products and services. Hikrobot is committed to continuous improvement in the management of our environmental impact and to the longer term goal of developing a sustainable business. We are dedicated to developing recycled and renewable materials in our products, using renewable energy and a low carbon package to reduce greenhouse gas emissions throughout the production.

### Training and Continuous improvements

Hikrobot periodically conduct self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code, and customer contractual requirements related to social and environmental responsibility.

Hikrobot will regularly update employees on topics related to this Code of Business Conduct, conducts regular compliance dialogues to discuss risk issues openly and honestly. The latest requirements of the Code will be communicated to suppliers from time to time and suppliers' compliance with the Code will be monitored.



## Reporting Mechanism

Retaliation for raising concerns in good faith is inconsistent with our values and will not be tolerated. Hikrobot will respond positively, investigate promptly, take necessary corrective or remedial measures, and deal with them in compliance with laws and regulations.

Any concerns, known and/or suspected non-compliance of the Code of Conduct may be reported via:

Email: [Compliance@hikrobotics.com](mailto:Compliance@hikrobotics.com)

## Other Resources

- [Code of Conduct for Suppliers](#)
- [Hikrobot Human Right Policy](#)
- [Anti-slavery and human trafficking statement](#)