

GLOBAL EMPLOYMENT STANDARDS

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1. SCOPE

This policy applies to all ASM Operations, Business Units, and ASM's Critical and Strategic Suppliers. This includes employees and contingent workers, including temporary, migrant, student, contract, and any other type of worker unless specifically indicated. The behavioral norms are not meant to describe the full scope of ASM Human Resources policies or practices. More detailed statements of policies, procedures and practices are captured in policy documents such as the ASM Code of Business Conduct. Employees are required to comply with all ASM policies, procedures and practices at all times and are responsible for consulting their management if they have any questions.

2. OBJECTIVE

At ASM, we set high standards for the way we conduct business in regard to business ethics, compliance with applicable laws and regulations, and consistency with our sustainability/ESG policies and principles. Our goal is to ensure full compliance with these business conduct principles. ASM's Critical and Strategic Suppliers are required to adopt the principles and behaviors as set out by the RBA Code of Conduct.

3. POLICY AND ASSOCIATED STANDARD

Freely Chosen Employment

ASM will not use forced or involuntary labor of any type; employment is always voluntary. Prospective employees will not be required to pay any fees to secure employment with ASM. ASM is responsible for fees associated with labor agencies. In addition, at no time will ASM retain original government or personal documents of the employee. ASM workers will not be required to pay fees as a result of separating employment with ASM except in situations where workers did not fulfil specific conditions related to ASM provided benefits or assistance that require a specific period of employment. These terms and conditions must be clearly outlined in the employment contract or employment agreement and be in accordance with the RBA Code of Conduct. Workers will receive employment contracts and agreements in the worker's native language or preferred language unless complying with local legislation would prevent this. For the scope of employment contracts, 'workers' is defined as any worker covered by local laws governing overtime who perform any direct or indirect work dedicated to the production of a good or delivery of a service.

Child labor

ASM will not use child labor. The term "child" refers to any employed person under the age of 18, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. We support the use of legitimate workplace apprenticeship, internship and other similar programs that comply with all laws and regulations applicable to such programs. Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers. If an employee is determined to be less than 18 years of age, ASM's People department will investigate how that person was hired and rectify the issue immediately.

Wages and benefits

ASM will, at a minimum, comply with all applicable wage and hour laws, regulations and collective labor agreements, including those relating to living wage, minimum wages, overtime hours, piece rates, non-exempt or exemption classification and other elements of compensation, and provide legally mandated benefits. If no such laws or agreements apply, ASM will pay wages in line with market practices. At no time will ASM make any deductions from wages or bonuses for disciplinary reasons.

Working hours and Working Days

For the scope of working hours and working days reporting, ‘workers’ is defined as any person covered by local laws governing overtime who perform any direct or indirect work dedicated to the production of a good or delivery of a service. Working hours are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. All overtime must be voluntary and appropriately compensated. Workers shall be allowed at least one day off every seven days. In countries where the maximum work week is shorter, that standard shall apply. Compliance with this global policy is to be measured at the BU/SU level on a monthly basis and requires that less than 1% of covered workers exceed the 60-working hour per week requirement. In instances where this threshold is exceeded, action shall be taken to ensure compliance,

Non-discrimination and harassment

ASM will not discriminate in hiring, promotion, compensation of employees and employment practices on grounds of race, color, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, disability or veteran status. ASM will create a work environment free of discrimination or harassment based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or veteran status. ASM will permit workers to perform religious obligations and provide workers with reasonable accommodations for religious practices.

Respect and dignity

ASM will treat all employees with respect and dignity and will not use corporal punishment, threats of violence or other forms of physical or verbal coercion or harassment. ASM does not restrict the movement or access to basic liberties under any circumstance.

Outside Employment

All outside employment activities must be disclosed in writing to ASM management and ASM’s People department prior to any employment activities occurring. Outside employment activities is defined as any consulting, professional services, or direct employment. ASM will not restrict outside employment except in situations that the company assesses that it may create a (potential) conflict of interest, involves employment, consulting or professional services for a vendor or customer of ASM, or if the outside employment may create a negative impact on the ability to perform the role at ASM.

Freedom of association

ASM will respect the legal rights of its employees to join or to refrain from joining worker organizations, including labor organizations or trade unions. In the event that employees are automatically enrolled or represented by a worker organization, ASM will notify employees at the time of accepting their employment. ASM complies with legal requirements worldwide regarding employee and third-party involvement. ASM respects the rights of employees to organize and makes managers at all levels aware of those rights. ASM believes that its employees are best served through a favorable, collaborative work environment with direct communication between employees and management. ASM strives to establish such favorable employment conditions, to promote positive relationships between employees and managers, to facilitate employee communications, and to support employee development.

Health and safety

ASM will provide its employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Consistent with these obligations, ASM will have and will implement effective programs

that encompass things such as life safety, product safety, incident investigation, chemical safety, ergonomics, and will provide safe standards of health and safety in any housing and transportation provided for our employees by the company.

Laws, including regulations and other legal requirements

ASM will comply with all applicable laws, regulations, and other legal requirements in all locations where it conducts business.

Ethical dealings

ASM expects its employees to conduct business in accordance with the highest ethical standards as formulated in our Code of Business Conduct that employees are required to follow. ASM strictly complies with all laws and regulations on bribery, corruption and prohibited business practices.

Communications

ASM makes available to all employees open communications channels for suggestions and complaints to management. ASM maintains channels for direct contact with the corporate office and/or local People Department for employee complaints, including any form of harassment including sexual harassment. ASM has established a confidential SpeakUp policy (formerly called Whistleblower Policy) for reporting issues with respect to the Code of Business Conduct, including complaints of a financial nature. As more specifically outlined in the Code of Business Conduct, reporting can be done without repercussions.

4. HOW TO MEASURE SUCCESS

ASM will conduct due diligence to confirm compliance with our policies, practices and procedures and may choose to perform business audits to ensure adherence. We will keep records in accordance with local laws and regulations.

5. COMMUNICATION & COMPLIANCE

ASM makes open communications channels available for suggestions and complaints to management. ASM maintains channels for direct contact with the corporate office and/or local ASM People Department for employee complaints, including any form of harassment including sexual harassment.

6. REFERENCES

- [RBA Code of Conduct 7.0](#)
- [ASM Code of Business Conduct](#)
- [ASM Speak Up Program](#)
- [ASM Ethics policies and procedures](#)

Abbreviations are available at: [ASM Definitions and Abbreviations.xlsx \(sharepoint.com\)](#)

7. REVISION HISTORY

| DATE | REVISION | DESCRIPTION | CREATOR | APPROVER |
|-----------------------|----------|---|-------------|----------|
| October 2012 | A | Introduction | Broersma | NA |
| August 2013 | B | Change of definition of child labor based on RBA Code of Conduct | R. Otte | NA |
| January 2014 | C | Updated policy template, change of average weekly hours worked threshold to 60 based on RBA Code of Conduct | R. Otte | NA |
| December 2015 | D | Added document retention update in 3.0 Added employee fees update in 3.0 Added wage deduction update in 3.0 | R. Otte | NA |
| December 2016 | E | Added employee fees re: separation update in 3.0 Added religious accommodation update in 3.0 Added free movement update in 3.0 Added notification of automatic enrolment in labor organizations in 3.0 | A. Veenstra | NA |
| September 2017 | F | Clarification to Scope in section 1.0 Added native language / preferred language employment contracts in 3.0 Clarification of working hours sections in 3.0 Added outside employment disclosure in 3.0 | A. Veenstra | NA |
| February 2023 | G | Revised references from EICC to RBA. Clarification to 60-hour workweek. Adjusted to ASM's latest policy template. | D. McNeill | |