



## Supplemental Responsible Business Alliance (RBA) Labor Policies January 2025

Hyve Solutions' Employment Policies are outlined below and apply to: a) Hyve Solutions 'non-exempt,' hourly co-workers, and contingent hourly workers supplied by Hyve Solutions' staffing agencies ("Workers"); b) Hyve Solutions' on-site security and janitorial services vendors' employees who are assigned to Hyve's facilities.

### A1. Prohibition of Forced Labor

- I. Forced labor in any form, including but not limited to, bonded (including debt bondage) or indentured labor, involuntary or exploitative prison labor, slavery or trafficking of persons is not permitted. This includes transporting, harboring, recruiting, transferring, or receiving persons by means of threat, force, coercion, abduction or fraud for labor or services.
- II. There shall be no unreasonable restrictions on workers' freedom of movement in the facility in addition to unreasonable restrictions on entering or exiting company- provided facilities including, if applicable, workers' dormitories or living quarters. Note that Hyve Solutions does not employ migrant workers or provide workers dormitories or living quarters.
  - a. Workers shall be free to access their basic liberties including accessing drinking water, bathroom facilities and reasonable accommodation for nursing mothers for up to 12 months after the birth of a child (or longer when requested).
  - b. Additionally, pregnant workers will be allowed to take short rest breaks during their shift in consideration of their needs and the kind of work they are performing during pregnancy.
- III. As part of the hiring process, all workers must be provided with a written employment agreement in their native language, or in a language the worker can understand, that contains a description of terms and conditions of employment.
- IV. Foreign migrant workers must receive the employment agreement 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. *Note: Hyve Solutions and its staffing agencies, janitorial services vendors and security services vendors are prohibited from recruiting or employing foreign migrant workers who will be assigned to Hyve Solutions*
- V. All work shall be voluntary, and workers shall be free to leave work at any time or terminate their employment without penalty if reasonable notice is given, which shall be clearly stated in workers' contracts.
- VI. Hyve Solutions Human Resources departments shall maintain required documentation on all leaving workers.
- VII. Hyve Solutions and its agents and sub-agents':
  - a. Shall not hold or otherwise destroy, conceal, or confiscate identity or immigration documents, such



as government-issued identification, passports, or work permits.

- b. Notwithstanding the foregoing, can only hold documentation if necessary to comply with the local law. In this case, at no time shall workers be denied access to their documents.
- VIII. Workers shall not be required to pay employers' agents or sub-agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker as soon as possible and within no more than 90 days.
- a. Hyve Solutions and its agents and sub-agents shall make every effort to avoid workers paying any prohibited fees so reimbursements are not necessary.

## A2. Young workers

*Note: Hyve Solutions and its staffing agencies, janitorial services vendors and security services vendors are prohibited from employing workers who are under the age of 18 at the time they begin employment. Also, Hyve Solutions Carson City does not currently employ interns, apprentices or learners. If we decide to employ interns, apprentices or learners in the future, we will update our policies and procedures to comply with legal and RBA requirements applicable to these types of workers.*

- I. Child labor shall not be used in any stage of manufacturing. The term "child" refers to any person under the age of 15, or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest.
- II. Workers under the age of 18 (Young Workers) shall not perform work that is likely to jeopardize their health or safety, including night shifts and overtime.
- III. Proper management of student workers shall be established and maintained through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable laws and regulations.
- IV. An appropriate mechanism shall be used to verify the age of all workers. The use of legitimate workplace learning programs, which comply with all laws and regulations, is supported.
- V. Appropriate support and training shall be provided to all student workers.
- VI. In the absence of local law, the wage rate for student workers, interns, and apprentices shall be at least the same wage rate as other entry-level workers performing equal or similar tasks.
- VII. If child labor is identified, assistance/remediation shall be provided.

## A3. Working Hours

- I. Working hours shall not exceed the maximum set by local law.
- II. Further, a work week shall not be more than 60 hours per week, including overtime, except in emergencies or unusual situations. To ensure compliance with this requirement:
- III. Supervisors and managers are responsible for checking their workers' current accrued hours before pre-approving any overtime.

- IV. Additionally, Human Resources provides supervisors with periodic reports and the timekeeping program provides supervisors with an alert notifying them if any of their workers are approaching the 60 hours per week limit. Supervisors are required to review these notifications and ensure they do not approve overtime that would result in any worker exceeding the applicable weekly working hours limit without reasonable justification.
- V. All overtime shall be strictly voluntary. Workers can choose to work requested overtime at their discretion and without fear of discrimination, reprisal, intimidation, or harassment.
- VI. All workers are entitled to and must receive one day off in every seven-day period, and regular breaks during their shift, as outlined and communicated in their facility's official work schedule. Under normal circumstance workers should receive at least 11 hours off between shifts.

#### **A4. Wages and Benefits**

- I. Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits.
- II. All workers shall receive equal pay for equal work and qualification.
- III. Workers shall be compensated for overtime at pay rates greater than regular hourly rates (i.e., at a rate which is the stricter of local law or 125% of the standard rate).
- IV. Deductions from wages as a disciplinary measure shall not be permitted.
- V. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed.
  - a. If Hyve Solutions co-workers have any questions about their pay or deductions, they should contact their Human Resources department to clarify their questions and resolve any discrepancies.
  - b. Contingent workers should contact their staffing agency to address any questions or discrepancies; and the agency can contact Hyve Solutions HR if required.
  - c. Under no circumstances will fines or deductions from pay be used as a disciplinary measure.
  - d. Disciplinary measures and procedures are outlined in Hyve Solutions' Employee Handbook.
  - e. Co-workers who have any questions or concerns about disciplinary measures and procedures shall be encouraged to bring them to the attention of their supervisors, management, or Human Resources
  - f. Contingent workers should contact their staffing agency to address any questions or discrepancies; and the agency can contact Hyve Solutions HR if required.
- VI. All use of temporary, dispatch and outsourced labor shall be within the limits of the local law.

#### **A5. Non-Discrimination / Non-Harassment / Humane Treatment**

- I. Hyve Solutions is committed to a workplace free of harassment and unlawful discrimination. There shall be no harsh or inhumane treatment including violence, gender-based violence, sexual harassment, sexual



abuse, corporal punishment, mental or physical coercion, bullying, public shaming, or verbal abuse of workers; nor is there to be the threat of any such treatment.

- II. Hyve Solutions shall not engage in discrimination or harassment based on race, color, age, gender, sexual orientation, gender identity or expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, covered veteran status, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training.
- III. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.
- IV. Hyve Solutions workers shall be provided with reasonable accommodation for religious practices.
- V. Hyve Solutions workers shall be provided with reasonable accommodations for disability.
- VI. In addition, workers or potential workers should not be subjected to medical tests, including
- VII. pregnancy or virginity tests, or physical exams that could be used in a discriminatory way.

#### **A6. Freedom of Association and Collective Bargaining**

- I. Hyve Solutions agrees that open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues. Hyve Solutions workers and/or their representatives shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation, or harassment.
  - a. Workers are encouraged to contribute their thoughts and ideas for making Hyve Solutions a great place to work and to bring any concerns about workplace conditions to the attention of management.
  - b. Workers can participate with area managers directly in the regular meetings of Workplace Safety Committees that are maintained at each of our global manufacturing facilities. Workplace Safety Committees play an important role in supporting Hyve Solutions' goal of maintaining a safe and healthy workplace.
  - c. Workers are encouraged to monitor for and bring any unsafe conditions and hazards to management's attention so they can be promptly corrected and do not result in injuries to Hyve Solutions co-workers, contingent workers, or guests at our facilities.
  - d. Workers are also encouraged to:
    - i. Contribute their ideas for improvement using the worker suggestion boxes that are placed throughout our facilities; and
    - ii. Respond to Human Resources' periodic confidential worker surveys, which enable the company to remain informed about and act on opportunities for continual improvement, as well as to address concerns that warrant management's attention.
- II. Workers can also use the confidential employee complaint procedure to communicate any workplace issues that affect them personally; and can be confident that their concerns will be treated sensitively and



confidentiality, without fear of discrimination, reprisal, intimidation, or harassment.

- III. In alignment with these principles, Hyve Solutions shall respect the right of all workers to form and join trade unions of their own choosing, to bargain collectively, and to engage in peaceful assembly as well as respect the right of workers to refrain from such activities.
- IV. Where the right of freedom of association and collective bargaining is restricted by applicable laws and regulations, Hyve Solutions workers shall be allowed to elect and join alternate lawful forms of worker representations.