



## Bourns, Inc. 道德與行為準則

### Bourns, Inc. Code of Ethics and Conduct

(生效日期：2024 年 9 月 24 日)

(Effective: September 24, 2024)

**Bourns, Inc. 道德與行為準則 (本“準則”) :**

**Bourns, Inc. Code of Ethics and Conduct (this “Code”):**

#### 我們的政策

Bourns, Inc. 及其子公司 (“Bourns”) 所遵循的政策，乃是以最高的商業道德標準執行所有商業事務。並且藉由遵守適用法律，在世界規範中成為優秀的企業公民。本政策適用於 Bourns 的所有員工、管理人員和董事。

#### Our Policy

It is the policy of Bourns, Inc. and its subsidiaries (“Bourns”) to conduct all business affairs in accordance with the highest business ethical standards, to comply with applicable laws, and to be a good corporate citizen worldwide. This policy applies to all employees, officers and directors of Bourns.

#### 我們的客戶

Bourns 致力於維護客戶的信任和尊重。而當 Bourns 進行公平、誠實商業競爭的同時，得以向客戶提供最為優質的產品和服務。Bourns 不會通過他人直接或間接地授權、縱容、鼓勵或促進非法行為和不道德行為，例如賄賂、回扣、償付、承諾支付現金或有價值物，或者任何其他可能被解釋為或被視為是腐敗、違法或不道德的行為。

#### Our Customers

Bourns is committed to maintaining the trust and respect of its customers. Bourns competes fairly, honestly and by delivering superior products and services to its customers. Bourns does not authorize, condone, encourage or promote, directly or indirectly through others, unlawful or unethical behavior, such as bribery, kick-backs, pay-offs, promises to pay cash or things of value, or any other activities that may be construed or perceived as being corrupt, unlawful or unethical.

#### 我們的競爭對手

Bourns 按照適用的競爭法積極而公平地開展競爭，以確保憑藉其優勢提供商品和服務。Bourns 僅使用合法手段獲取競爭情報。

## **Our Competitors**

Bourns competes vigorously but fairly and in compliance with applicable competition laws to ensure its goods and services are provided on their merits. Bourns uses only lawful means to obtain competitive information.

## **我們的業務合作夥伴**

Bourns 僅選用已達到或超過 Bourns 的嚴格標準，並且已經按照 Bourns 的全球政策和程式簽訂了適當書面協定的授權顧問、承包商、分銷商、代表、轉售商、銷售和行銷代理及供應商（以下統稱為“Bourns 的業務合作夥伴”）。

## **Our Business Partners**

Bourns uses only authorized consultants, contractors, distributors, representatives, resellers, sales and marketing agents and suppliers (collectively, “Bourns’ Business Partners”) who have met or exceeded Bourns’ high standards and have entered into appropriate written agreements in compliance with Bourns’ global policies and procedures.

## **利益衝突**

Bourns 員工必須避免與 Bourns 的義務或職責存在實際或潛在利益衝突的業務決策、行為或其他外部活動。Bourns 員工必須拒絕參與衝突行為，或者在進行可能被視為潛在利益衝突的行為之前，向 Bourns 的相關管理人員尋求指導和批准。Bourns 的資產（包括其電腦和電腦系統以及其他電子系統或設備）不得用於謀取員工個人利益。

## **Conflicts of Interest**

Bourns employees are required to avoid business decisions, conduct, or other outside activities that create an actual or potential conflict of interest with their obligations or duties to Bourns. Bourns employees must decline to engage in conflicting behavior or seek guidance and approval from the appropriate Bourns officials prior to engaging in behavior that could be considered as a potential conflict of interest. Bourns’ assets, including its computers and computer systems and other electronic systems or devices, may not be used for an employee’s personal gain.

## **保護和適當使用機密資料和個人相關資料**

Bourns 員工不得利用 Bourns 的財務或非財務資料謀取個人利益。Bourns 及其員工必須保護以下資料的機密和專有性質：(i) Bourns 的自有資料，以及 (ii) 其他方透露給 Bourns 的機密資料。必須根據適用的法律和合同要求始終保護委託給 Bourns 管理的資料的隱私權，包括客戶和 Bourns 的業務合作夥伴提供的資料以及與員工個人或其他個人有關的資料。只有在符合適用的 Bourns 政策和準則中的規定，而且在滿足合法目的（例如分配的工作職責）所必需的範圍內，方可使用個人相關資料。如果無需特定識別資訊，Bourns 將努力以匯總形式或其他匿名方式提供資訊。

## **Protection and Appropriate Use of Confidential Data and Data Relating to Individuals**

Bourns employees may not exploit Bourns’ financial or non-financial data for personal gain. Bourns and its employees must protect the confidential and proprietary nature of (i) Bourns’ own data, and (ii) the data of others disclosed to Bourns in confidence. The privacy of data entrusted into Bourns’ care, including data provided by customers and Bourns’ Business Partners, as well as data relating to individual employees or other individuals, must be protected at all times in accordance with applicable legal and

contractual requirements. Data relating to individuals may be used only in accordance with instructions set forth in applicable Bourns policies and guidelines and only if, and to the extent, necessary to fulfil legitimate purposes, such as assigned work responsibilities. If specific identifying information is not necessary, Bourns will strive to present the information in aggregated form or by some other anonymous means.

### **負責任的財務和非財務記錄保存**

每位 Bourns 員工均有責任準確地記錄保存和報告財務資料，並且對 Bourns 財務資料和記錄的完整性負責。Bourns 在規定的保留期限內以書面或電子形式保存所有業務記錄，以確保符合全球和當地要求。

### **Responsible Financial and Non-Financial Recordkeeping**

Each Bourns employee is responsible for the accurate recordkeeping and reporting of financial data and the integrity of Bourns' financial data and records. Bourns preserves all business records for their required retention periods, whether in paper or electronic form, to ensure that global and local requirements are met.

### **尊重多元文化和對安全工作場所的承諾**

Bourns 是一家由多種不同文化所組成的公司。因此，每位 Bourns 員工均必須努力於欣賞、尊重和了解其他文化和習俗並從中受益。Bourns 員工不得出於以下原因歧視他人，包括種族、膚色、信仰、宗教、國籍、血統、公民身份、年齡、性別、性別認同或表達、性取向、婚姻狀況、軍人和退伍軍人身份、身體或精神殘疾、受保護的醫療狀況、遺傳信息或適用法律保護的任何其他特徵。Bourns 致力於建立一個無霸凌、無暴力的工作環境。任何人都不被允許攜帶武器進入 Bourns 的工作場所。如果您發現有違反此規定的情況，應立即向人力資源部門和/或 Bourns 的安全部門回報。

### **Respect for Diverse Culture and Commitment to Safe Workplace**

Bourns is a single company comprising many diverse and differing cultures, thus each Bourns employee must strive to appreciate, benefit from, respect and understand other cultures and customs. Bourns employees must not discriminate against one another, including for reasons of race, color, creed, religion, national origin, ancestry, citizenship, age, sex or gender, gender identity or expression, sexual orientation, marital status, military and veteran status, physical or mental disability, protected medical condition, genetic information, or any other characteristic protected by applicable law. Bourns is committed to a bullying-free and violence-free work environment. No one is permitted to bring a weapon into a Bourns workplace. If you become aware of a violation of this provision, you should report it immediately to Human Resources and/or Bourns' security service.

### **人權、環保和社會責任的承諾**

Bourns 在合理的影響力範圍內支持並尊重聯合國（“UN”）《世界人權宣言》、國際勞工組織的基本公約以及 UN 全球契約十項原則中所規定的國際人權保護。Bourns 尤其支持消除全世界的奴役和人口販賣，以及違反國際標準一切形式的強迫勞動和童工。為此，Bourns 努力在其供應鏈中排除任何非自願勞工或被禁止自由移動的勞工（例如監獄勞工、抵債勞工或契約奴役勞工）的使用。Bourns 將以此為目標選擇和管理 Bourns 的業務合作夥伴。Bourns 致力於採取多種措施宣

導環保責任，並鼓勵開發和實施環保技術、流程及產品。Bourns 致力於減少其在整個供應鏈中對環境產生的影響。Bourns 鼓勵員工改善其生活和工作的社區，以此展現其強烈的社會責任感。

### **Commitment to Human Rights, the Environment and Social Responsibility**

Bourns supports and respects, within its reasonable ability to influence, the protection of international human rights set out in the United Nations' ("UN") Universal Declaration of Human Rights, the International Labor Organization's fundamental conventions and in the Ten Principles of the UN Global Compact. In particular, Bourns supports the eradication of slavery and human trafficking worldwide and the effective elimination of all forms of forced labor and child labor in violation of international standards. To that effect Bourns strives to eliminate from its supply chain any use of labor that is not voluntary or that does not permit workers freedom of movement such as prison, bonded or indentured labor. Bourns will use this objective as a criterion in the selection and management of Bourns' Business Partners. Bourns endeavors to undertake initiatives to promote environmental responsibility and encourage the development and implementation of environmentally friendly technologies, processes and products. Bourns is committed to reducing its environmental impact across its supply chain. Bourns encourages its employees to exhibit a strong sense of social responsibility by serving to enhance the communities in which they live and work.

### **當責制**

Bourns 員工應對其行為和行動承擔個人和集體責任。所有員工均必須遵守本準則，否則將受到相應的紀律處分。Bourns 員工有義務舉報不道德的商業行為、任何違反 Bourns 政策的行為，或任何不誠實、破壞性或非法行為。Bourns 不會對出於善意舉報其認為違反法律、違反本準則，或其他 Bourns 政策的行為的員工或其他人實施報復性行為。任何員工如果對本準則的應用或解釋存在疑問或疑慮，應諮詢其主管或其他管理人員、人力資源部門員工或 Bourns 監察員。

### **Accountability**

Bourns' employees are accountable, individually and collectively, for their behavior and actions. All employees are required to comply with this Code and failure to do so will result in appropriate disciplinary action. Bourns employees have an obligation to report unethical business conduct, any violation of Bourns' policies, or any undertaking of dishonest, destructive or illegal action. Bourns does not retaliate against employees or others, who in good faith, report what the person believes is or may be a violation of law, or a violation of this Code or other Bourns policies. Any employee who has questions or concerns regarding the application or interpretation of this Code should consult with the employee's supervisor or other member of management, Human Resources or the Bourns Ombudsman.

### **生物多樣性**

Bourns 深知，支持地球上所有生命的多樣性（動物、植物、真菌和細菌等微生物）對於維持地球的健康和可持續發展非常重要。Bourns 支持停止砍伐森林並減少浪費和排放以恢復使用陸地生態系統，以確保在全球範圍內保護該等生物多樣性。

### **Biodiversity**

Bourns understands that support of the variety of all life on Earth—animals, plants, fungi, and micro-organisms like bacteria—is critical to maintaining a healthy and sustainable planet. Bourns supports the halting of deforestation and restoring the use of terrestrial ecosystems by reducing its waste and emissions in an effort to help protect such biodiversity globally.

## 土地剝奪

Bourns 不會非法驅逐租戶/承租人，並將在其物業租賃、收購或開發過程中避免任何非法剝奪土地、水源或森林的行為。

## Deprivation of Land

Bourns will not unlawfully evict a tenant/lessee and will refrain from any unlawful deprivation of land, waters, or forests in its leasing, acquisition, or development of properties.

## 使用警衛部隊

某些 Bourns 設施聘用第三方警衛來保護 Bourns 設施的周邊，以確保其員工的安全，並履行 Bourns 作為反恐海關貿易夥伴（C-TPAT）及授權經濟運營商（AEO）成員的義務。Bourns 現在及將來均不會利用其警衛不人道對待人員或禁止人員行使其合法的結社自由權。

## Use of Security Forces

Certain Bourns facilities use third-party guards to secure the perimeter of Bourns facilities for the safety of their employees and as part of Bourns' obligation as a Customs-Trade Partnership Against Terror (C-TPAT) and Authorized Economic Operator (AEO) member. Bourns does not and will not use its guards for the inhumane treatment of persons or for the prohibition of persons demonstrating their legal right to freedom of association.

## 動物測試

Bourns 不會在其製造或研發過程中使用動物測試。Bourns 期望其供應鏈同樣避免及杜絕其業務中所有形式的動物測試。

## Animal Testing

Bourns does not use animal testing in its manufacturing nor its research and development. Bourns expects its supply chain to similarly abstain from and eliminate all forms of animal testing in their operations.

## 原住民

Bourns 尊重原住民的權利，不會非法剝奪原住民的土地或阻止原住民秉持傳統。

## Indigenous Populations

Bourns respects the rights of indigenous populations and will not illegally dispossess them of their lands or prevent them from practicing their traditions.

## 環境管理

### Environmental Stewardship

水和水質： Bourns 遵守關於水及水質的所有適用法定條款，並努力減少所有設施的耗水量及避免產生不必要的廢水。

Water and Water Quality: Bourns complies with all applicable statutory provisions pertaining to water and water quality and endeavors to reduce its water consumption and the unnecessary creation of wastewater in all its facilities.

空氣和土壤質素：Bourns 遵守關於空氣和土壤質素的所有適用法定條款，並努力減少任何污染排放及其設施中的土壤污染。

Air and Soil Quality: Bourns complies with all applicable statutory provisions pertaining to air and soil quality and endeavors to reduce any polluting emissions and contamination of soil at its facilities.

材料及廢物處置：Bourns 遵守關於材料及廢物處置的所有適用法定條款，並在可行的情況下盡量減少、再用及/或回收該等材料。

Materials and waste disposal: Bourns complies with all applicable statutory provisions pertaining to materials and waste disposal and endeavors, where feasible, to reduce, reuse and/or recycle such materials.

### 合規、培訓和教育

Bourns 遵守適用於 Bourns 及其業務的環境規例和標準。Bourns 致力於實施計劃，以就環境、社會和治理問題教育員工和管理層。

### Compliance, Training and Education

Bourns adheres to environmental regulations and standards applicable to Bourns and its operations. Bourns is committed to implementing programs to educate employees and management about environmental, social and governance issues.

### 社會責任

Bourns 致力於公平的勞動實務，維護組織內的道德行為和決策標準，並透過慈善和義工服務積極參與當地社群。

### Social Responsibility

Bourns is committed to fair labor practices, upholding standards for ethical behavior and decision making within the organization, and engagement with local communities, including through philanthropy and volunteerism.

### 持續改進

Bourns 將透過與利益相關者（包括客戶、業務夥伴和員工）的交流，定期審查和更新其環境、社會和治理政策及流程。

### Continuous Improvement

Bourns will regularly review and update its environmental, social and governance policies and process through engagement with its stakeholders, including customers, business partners and its employees.

## **供應商和分包商**

Bourns 要求其供應商和分包商遵守本準則，且本準則可能會受當地法律影響而有更為嚴格的標準。根據 Bourns 的要求，供應商必須立即 (i) 向 Bourns 提供相關資訊，(ii) 允許 Bourns 或其代表進入供應商的場所進行檢查和評估，和/或 (iii) 證實供應商及其分包商和下級供應商合理地遵守本準則的標準和期望，能滿足 Bourns 的合理要求。

### **Suppliers and Subcontractors**

Bourns requires its suppliers and subcontractors to comply with this Code, which may involve higher standards than required by local laws. Upon Bourns request, a supplier must promptly (i) provide relevant information to Bourns, (ii) allow Bourns or its representative to have access to the supplier's premises for inspection and evaluation, and/or (iii) verify to Bourns' reasonable satisfaction, that the supplier and its subcontractors and sub-suppliers reasonably comply with the standards and expectations of this Code.

## **變更和修訂**

本準則制定後可能由 Bourns 進行修訂、替換和/或終止。Bourns 將努力就本準則的任何重大變更提供通知。本準則的最新版本詳見 Bourns 的網站：<http://www.bourns.com/support/aboutus/compliance-ethics-and-registrations>。

### **Changes and Revisions**

This Code is established, and may be revised, replaced, and/or discontinued by Bourns. Bourns will endeavor to provide notice of any material changes to this Code. The latest version of this Code is available at Bourns' website: <http://www.bourns.com/support/about-us/compliance-ethics-andregistrations> .