



## Statement of Principles

We are committed to quality, innovation and above all integrity. Meeting this commitment is only possible because each employee of BA follows high standards of ethical conduct and business practices. All members of BA – directors, officers and employees – strive to protect the ethical regard of the company. We are also committed to corporate social accountability, which is reflected by our compliance with the principles of both the Electronic Industry Citizenship Coalition ([EICC](#)) and the social accountability standard [SA8000](#). For details of the complete requirements of these systems please use the links provided.

This Code of Conduct defines the basic requirements members of the Company are required to adhere to. Each member of BA therefore agrees to the following when representing BA.

## Code of Conduct

### LEGAL COMPLIANCE

- To comply with all relevant legislation concerning environmental, labour and health & safety.

### LABOUR

- No form of forced, involuntary or child labour is permitted. Young workers may be employed providing employment complies with requirements as listed in SA8000.
- Working hours do not exceed the maximum allowed by law and should not exceed 60 hours per week.
- Wages and benefits comply with all applicable laws, including those relating to overtime, minimum wages and benefits. Deductions for disciplinary purposes are not permitted. Overtime is paid at a rate greater than the regular hourly rates. Workers must be free to terminate their employment providing reasonable notice is given.
- Inhumane or harsh treatment is not permitted; this includes sexual harassment or abuse, corporal punishment, mental or physical coercion or verbal abuse.
- Discrimination based on race, colour, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status is not permitted. Medical tests that could be used in a discriminatory way are also not permitted.
- We respect the right of workers to associate freely and to join, or not join, unions or to seek representation. In order to encourage worker representation representatives are selected from each department by the departments' staff. Regular meetings are held between departmental representatives and senior management.

### HEALTH & SAFETY

- Exposure to safety hazards, including machinery, chemical, biological or physical agents or physically demanding tasks, is identified, evaluated and controlled. Where sufficient control cannot be exercised workers are provided with appropriate training and PPE or appropriate safeguards (such as barriers or guards) are introduced.
- The impacts of emergency situations and events are identified and assessed, including reporting, notification, drills, exit facilities, appropriate detection and suppression equipment and evacuation procedures, as appropriate.
- We aim to provide a safe and healthy working environment. Our Health & Safety Officer manages systems that are in place to prevent, manage, track and report occupational injury and illness, including provisions to encourage reporting, provide necessary medical treatment and investigate causes in order to mitigate or eliminate them.
- We provide access to clean toilet facilities, water, sanitary food preparation, storage and eating facilities. Where dormitories are provided they are maintained clean, safe, with appropriate emergency egress, hot water for bathing, adequate heat and ventilation and reasonable personal space.

### ENVIRONMENTAL

- Any required environmental permits, reports, approvals and registrations are obtained and maintained and reporting requirements are followed.
- We assess chemicals and other materials used which may pose a hazard if released and take appropriate steps to ensure safe handling, use and disposal.
- Waste generated in our manufacturing processes is assessed and disposed of in accordance with applicable legislation. Additionally we assess chemicals and other materials used which may pose a hazard if released and take appropriate steps to ensure safe handling, use and disposal. It is our aim to reduce or eliminate waste in all forms and, where practical, encourage recycling. We also aim to minimize environmental pollution.
- Air emissions generated from operations are subject to monitoring where required by applicable legislation.
- We comply with all customer requirements regarding prohibited or restricted substances, labeling and packaging.

### MANAGEMENT SYSTEM

- We have produced a corporate social policy which has been clearly communicated to all staff and is available on our web-site.
- The Systems Manager is responsible for ensuring implementation of this system and any associated programs. Performance is regularly reviewed by Senior Management.
- Copies of this code will be published to ensure communication to workers, suppliers and customers.
- Worker feedback and participation.