



Knight Electronics, Inc. Responsible Recruiting & Employment Policy

Knight Electronics, Inc.
Environmental Compliance Department
compliance@knightelectronics.com
(214)-340-0265
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INTRODUCTION & PURPOSE

Knight Electronics, Inc. is committed to treating all individuals throughout our organization with respect and dignity. We promote and follow ethical recruitment, hiring, and employment practices that reinforce and help us deliver on our broader commitment to human rights as outlined in Knight Electronics, Inc. Human Rights Policy. This policy outlines our global standard for responsibly recruiting workers employed by third parties that support Knight Electronics, Inc. It is meant to be used in conjunction with and provide additional guidance beyond our Supplier Code of Conduct to third-party labor providers.

SCOPE

This policy applies where Knight Electronics engages a third-party to source, recruit, and/or provide workers to Knight Electronics' operations including manufacturing sites, business offices, warehouses, and distribution centers ("Knight Electronics Operations"). This policy also applies in situations where Knight Electronics has engaged third-party workers in sales service activities including marketing and merchandising.

To support compliance with this policy, Knight Electronics requires that third-party labor providers have the appropriate policies and procedures in place for meeting the requirements outlined in this document and for communicating the expectations of this policy to employees within their organization and to their business partners, as needed. We believe conformance with this policy is achieved more readily when third-party labor providers directly recruit workers. When recruiting sub-agents or brokers are used, the third-party labor provider is required to have a mechanism to conduct due diligence on their sub-agents and brokers and verify that they have all required licenses, permits, and management systems to ensure compliance with this standard.

By its acceptance of any purchase order from Knight Electronics or related entities, the provider acknowledges its acceptance of this policy and intention to comply with its requirements.

ADDRESSING FORCED LABOR

As outlined in our Supplier Code of Conduct, Knight Electronics does not tolerate any form of abusive or illegal labor in our organization such as forced labor or human trafficking. To combat forced labor that can be associated with third-party labor provider models, Knight Electronics has adopted and requires third-party labor service providers who seek to do business with Knight Electronics to follow the Employer Pays Principle and Priority Industry Principles as outlined below.

- **The Employer Pays Principle:** No worker should pay for a job – the costs of employment should be borne not by the worker but rather the employer.
- **Priority Industry Principles:** Every worker should have freedom of movement; no worker should pay for a job and no worker should be indebted or coerced to work.

REQUIREMENTS

Consistent with these principles and other leading practices to address common issues of forced labor, Knight Electronics requires the following:

Management Systems and Practices

- Written contracts and/or purchase orders must be in place and clearly outline the terms and services provided to Knight Electronics.
- Providers must have appropriate licenses and permits for all countries in which they operate and require and verify sub-agents or brokers working on their behalf to be similarly licensed.
- Confirmation that all third-party workers are legally authorized to work is required prior to performing services for Knight Electronics including proof of age records.
- Workers must have access to and be informed of grievance mechanisms related to the employment process without retaliation or reprisal.

Contracting

- In advance of employment, workers are provided accurate and understandable information about the basic terms of their employment clearly stating their rights and responsibilities as well as information on wages, hours, and holidays.
- Contracts of employment/offer/appointment letters clearly outline the above as well as benefits and any deductions and disciplinary measures that can lead to wage deductions and terminations as well as procedures for appeal mechanisms.

- The final terms of the employment contract are reviewed by and agreed upon by the worker in advance of beginning employment and prior to arrival in the case of migrant workers. The terms and conditions of the contract are not changed without review and agreement by the worker.

Employment Conditions

- Where workers are provided with employer-provided accommodation and transportation, they are of similar quality and cost to other non-employer-provided options.
- Workers have the freedom to terminate their employment at any time upon giving notice within the terms and conditions of their employment contract or the law, which must not unreasonably restrict the right of workers to leave work and terminate at any time.
- Employers must not retain any personal identification, travel documents (including passports), wages, or other valuables as conditions of employment.
- Workers are not subject to the withholding and retention of wages by employers, and any deductions from pay are identified in writing to the employee and authorized by the employee as appropriate.

ASSESSMENT & VERIFICATION

To verify compliance with this policy, Knight Electronics reserves the right to access and review labor provider's management systems and processes, standards, and records through self-assessment questionnaires, questionnaires, interviews, audits performed directly by Knight Electronics, third third-party audits, and/or other methods.

- When an audit or survey identifies a practice that is not aligned with this standard or legal requirements, the labor provider will develop and implement corrective action measures that are verified.
- Labor providers unwilling to remediate activities determined to be inconsistent with this policy or legal requirements may be terminated.



John Knight
President of Knight Electronics, Inc.