



EchoStar Technologies L.L.C.

**Supplier Code of Conduct /
Ethical Business Policy**

**212439
Revision AA**

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I. APPROVALS

Refer to “REVISION HISTORY”, section III

II. PREPARED BY

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III. REVISION HISTORY

This document and all procedures will be reviewed once each year to determine if changes are necessary. Changes to any of the systems described in this manual will require updating via the Engineering Change Order (ECO) system.

Date	Rev	ECO	Description of Change	Review Team
7-8-16	AA	C42533	Initial Document Release	Ben Robinson, Leo Ferras, Gareth Hughes

IV. REFERENCES

Part Number	Description
105450	Supplier Requirements Document
124214	Supplier AQL Requirements

1.0 Introduction

1.1 The purpose of this document is to define the expected Code of Conduct / Ethical Business Policy (Code) of EchoStar Technologies L.L.C. suppliers.

2.0 Scope

2.1 This document applies to all suppliers / vendors of EchoStar Technologies L.L.C..

2.2 EchoStar Technologies L.L.C. establishes standards to ensure that working conditions in its supply chain are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible.

2.3 EchoStar Technologies L.L.C. suppliers must regard the code as a total supply chain initiative. At a minimum, suppliers shall also require their next tier suppliers to acknowledge and implement the Code.

2.4 Fundamental to adopting the Code is the understanding that a business, in all of its activities, must operate in full compliance with the laws, rules and regulations of the countries in which it operates. The Code encourages suppliers to go beyond legal compliance, drawing upon internationally recognized standards, in order to advance social and environmental responsibility.

2.5 EchoStar Technologies L.L.C. reserves the right to audit Supplier adherence to this Code without prior notice.

3.0 Purpose

3.1 EchoStar Technologies L.L.C. is committed to obtaining regular input from suppliers in the continued development and implementation of the objectives of the Code.

3.2 The Code is made up of five sections.

3.2.1 Sections A, B, and C outline standards for Labor, Health and Safety, and the Environment, respectively.

3.2.2 Section D outlines the elements of an acceptable system to manage conformity to this Code.

3.2.3 Section E adds standards relating to business ethics.

4.0 Labor

4.1 Suppliers are committed to uphold the human rights of workers, and to treat them with dignity and respect as understood by the international community.

4.2 The labor standards are:

- 4.2.1 Freely Chosen Employment:** Forced bonded or indentured labor or involuntary prison labor shall not be used. All work will be voluntary, and workers shall be free to leave upon reasonable notice. Workers shall not be required to hand over government-issued identification, passports or work permits to the supplier as a condition of employment.
- 4.2.2 Child Labor Avoidance:** Child labor is not to be used in any stage of manufacturing. The term "child" refers to any person under the age of 15 (or 14 where the law of the country permits), or under the age for completing compulsory education, or under the minimum age for employment in the country, whichever is greatest. The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is supported. Workers under the age of 18 shall not perform work that is likely to jeopardize the health or safety of young workers.
- 4.2.3 Working Hours:** Suppliers will set work schedules and overtime policies consistent with local and national law. Suppliers will abide by maximum hour and workweek laws.
- 4.2.4 Wages and Benefits:** Compensation paid to workers shall comply with all applicable wage laws, including those relating to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall not be permitted. The basis on which workers are being paid is to be provided in a timely manner via pay stub or similar documentation.
- 4.2.5 Humane Treatment:** The supplier's disciplinary policies and procedures shall be clearly defined and communicated to workers. There is to be no harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers: nor is there to be the threat of any such treatment.
- 4.2.6 Non-Discrimination:** Suppliers should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation or marital status in hiring and employment practices such as promotions, rewards, and access to training. In addition, workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.
- 4.2.7 Freedom of Association:** Open communication and direct engagement between workers and management are the most effective ways to resolve workplace and compensation issues.
- 4.2.8 Conflict of Interest:** All representatives, suppliers shall avoid activities that involve or might appear to involve a conflict of interest between personal and professional relationships.
- 4.2.9 Anti-Corruption:** Suppliers will comply with the United States Foreign Corrupt Practices Act and all applicable laws related to anticorruption and bribery.

5.0 Health and safety

5.1 Suppliers recognize that in addition to minimizing the incidence of work-related injury and illness, a safe and healthy work environment enhances the quality of products and services, consistency of production and worker retention and morale. Suppliers also recognize that ongoing worker input and education is essential to identifying and solving health and safety issues in the workplace.

5.2 Recognized management systems such as OHSAS 18001 and ILO Guidelines on Occupational Safety and Health were used as references in preparing the Code and may be a useful source of additional information.

5.3 The health and safety standards are:

5.3.1 Occupational Safety: Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicles, hazardous fumes and materials, and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tag out), and ongoing safety training. Where hazards cannot be adequately controlled by these means, workers are to be provided with appropriate, well-maintained, personal protective equipment. Workers shall not be disciplined for raising safety concerns.

5.3.2 Emergency Preparedness: Emergency situations and events are to be identified and assessed, and their impact minimized by implementing emergency plans and response procedures, including: emergency reporting, employee notification and evacuation procedures, worker training and drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

5.3.3 Occupational Injury and Illness: Procedures and systems are to be in place to prevent, manage, track and report occupational injury and illness, including provisions to: a) encourage worker reporting; b) classify and record injury and illness cases; c) provide necessary medical treatment; d) investigate cases and implement corrective actions to eliminate their causes; and e) facilitate return of workers to work.

5.3.4 Industrial Hygiene: Worker exposure to chemical, biological and physical agents is to be identified, evaluated, and controlled. Engineering or administrative controls must be used to control overexposures. When hazards cannot be adequately controlled by such means, worker health is to be protected by appropriate personal protective equipment programs.

5.3.5 Physically Demanding Work: Worker exposure to the hazards of physically demanding tasks, including manual material handling and heavy or repetitive lifting, prolonged standing and highly repetitive or forceful assembly tasks is to be identified, evaluated and controlled.

5.3.6 Machine Safeguarding: Production and other machinery are to be evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers. *Electronic Industry Code of Conduct v3.0 5*

5.3.7 Sanitation, Food, and Housing: Workers are to be provided with ready access to clean toilet facilities, potable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the Supplier are to be maintained clean and safe, and provided with appropriate emergency egress, hot water for bathing and showering, and adequate heat and ventilation and reasonable personal space along with reasonable entry and exit privileges.

6.0 Environmental

6.1 Suppliers recognize that environmental responsibility is integral to producing world class products. In manufacturing operations, adverse effects on the community, environment and natural resources are to be minimized while safeguarding the health and safety of the public. Recognized management systems such as ISO 14001, the Eco Management and Audit System (EMAS) were used as references in preparing the Code and may be a useful source of additional information.

6.2 The environmental standards are:

6.2.1 Environmental Permits and Reporting: All required environmental permits (e.g. discharge monitoring), approvals and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

6.2.2 Pollution Prevention and Resource Reduction: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

6.2.3 Hazardous Substances: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, use, recycling or reuse and disposal.

6.2.4 Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be characterized, monitored, controlled and treated as required prior to discharge or disposal.

6.2.5 Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

6.2.6 Product Content Restrictions: Suppliers are to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances, including labeling for recycling and disposal.

7.0 Management System

- 7.1 Suppliers shall adopt or establish a management system whose scope is related to the content of this Code. The management system shall be designed to ensure (a) compliance with applicable laws, regulations and customer requirements related to the Supplier's operations and products; (b) conformance with this Code; and (c) identification and mitigation of operational risks related to this Code. It should also facilitate continual improvement.
- 7.2 The management system should contain the following elements:
- 7.2.1 **Company Commitment:** Corporate social and environmental responsibility policy statements affirming Supplier's commitment to compliance and continual improvement, endorsed by executive management.
 - 7.2.2 **Management Accountability and Responsibility:** The Supplier clearly identifies company representative[s] responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.
 - 7.2.3 **Legal and Customer Requirements:** Identification, monitoring and understanding of applicable laws, regulations and customer requirements.
 - 7.2.4 **Risk Assessment and Risk Management:** Process to identify the environmental, health and safety and labor practice and ethics risks associated with Supplier's operations. Determination of relative significance for each risk and the implementation of appropriate procedural and physical controls, for identified risks and ensure regulatory compliance.
 - 7.2.5 **Improvement Objectives:** Written performance objectives, targets and implementation plans to improve the Supplier's social and environmental performance, including a periodic assessment of Supplier's performance in achieving those objectives.
 - 7.2.6 **Training:** Programs for training managers and workers to implement Supplier's policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.
 - 7.2.7 **Communication:** Process for communicating clear and accurate information about Supplier's policies, practices, expectations and performance to workers, suppliers and customers.
 - 7.2.8 **Worker Feedback and Participation:** Ongoing processes to assess employees' understanding of and obtain feedback on practices and conditions covered by this Code and to foster continuous improvement.

7.2.9 Audits and Assessments: Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of the Code and customer contractual requirements related to social and environmental responsibility.

7.2.10 Corrective Action Process: Process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

7.2.11 Documentation and Records: Creation and maintenance of documents and records to ensure regulatory compliance and conformity to company requirements along with appropriate confidentiality to protect privacy.

8.0 Ethics

8.1 To meet social responsibilities and to achieve success in the marketplace, Suppliers are to uphold the highest standards of ethics including:

8.1.1 Business Integrity: The highest standards of integrity are to be expected in all business interactions. Suppliers shall prohibit any and all forms of corruption, extortion and embezzlement. Monitoring and enforcement procedures shall be implemented to ensure conformance.

8.1.2 No Improper Advantage: Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted.

8.1.3 Disclosure of Information: Information regarding business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices.

8.1.4 Intellectual Property: Intellectual property rights are to be respected; transfer of technology and know-how is to be done in a manner that protects intellectual property rights.

8.1.5 Fair Business, Advertising and Competition: Standards of fair business, advertising and competition are to be upheld. Appropriate means to safeguard customer information must be available.

8.1.6 Protection of Identity: Programs that ensure the confidentiality and protection of supplier and employee whistleblower are to be maintained.

8.1.7 Responsible Sourcing of Minerals: EchoStar Technologies L.L.C. follows the guidelines provided by the Electronic Industry Citizenship Coalition (“EICC”) relative to conflict minerals. Suppliers shall have a policy to reasonably assure that the tantalum, tin, tungsten and gold in the products they manufacture does not directly or indirectly finance or

benefit armed groups that are perpetrators of serious human rights abuses in the Democratic Republic of the Congo or an adjoining country. Suppliers shall exercise due diligence on the source and chain of custody of these minerals consistent with an internationally recognized diligence framework, with traceability of conflict minerals to the smelter level, and make their due diligence measures available to EchoStar Technologies L.L.C. upon request. Suppliers must be prepared to assist EchoStar Technologies L.L.C. in meeting the conflict minerals reporting requirements of the Dodd-Frank Act, as well as other national or international mineral reporting regimes that may arise in the future.