

Global Employment Policy

Introduction

Richardson Electronics, Ltd. (hereafter referred to as "the Company") is committed to fostering an inclusive, fair, and productive work environment for all employees globally. This Global Employment Policy outlines the principles and guidelines that govern employment practices across all our offices and subsidiaries worldwide. The policy ensures compliance with local laws while maintaining a consistent approach to employment standards within the Company.

Equal Employment Opportunity

The Company is an equal opportunity employer. We are committed to providing equal employment opportunities to all individuals regardless of race, color, religion, gender, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable laws.

Recruitment and Selection

1. **Merit-Based Hiring:** All recruitment and selection processes are based on merit, qualifications, and the needs of the Company.
2. **Non-Discrimination:** We do not tolerate any form of discrimination in our hiring practices.
3. **Diverse Workforce:** We strive to build a diverse workforce that reflects the communities in which we operate.

Employee Rights and Responsibilities

1. **Respect and Dignity:** All employees are entitled to work in an environment that respects their dignity and rights.
2. **Safe Workplace:** The Company is committed to providing a safe and healthy work environment. We will take all necessary measures to prevent workplace hazards and accidents.
3. **Compliance:** Employees are expected to comply with all Company policies, procedures, and applicable laws.

Compensation and Benefits

1. Fair Compensation: The Company offers competitive salaries and benefits that comply with or exceed local legal requirements.
2. Equitable Treatment: Compensation and benefits are based on job performance, market conditions, and the Company's financial capabilities, without any discrimination.
3. Transparency: Employees will be informed about the structure and components of their compensation package.

Work-Life Balance

1. Flexible Working Arrangements: Where possible, the Company offers flexible working hours and remote working arrangements to help employees balance their professional and personal lives. The company ensures that workweeks do not exceed the maximum set by local law. Overtime is voluntary and compensated at a premium rate as per legal requirements. Employees are entitled to at least one day off every seven days and are provided with adequate rest breaks during their shifts.
2. Leave Policies: Employees are entitled to leave as per local laws and Company policies, including but not limited to sick leave, FMLA leave, and unpaid leave if employees qualify.

Training and Development

1. Continuous Learning: The Company encourages continuous learning and development. Employees are provided with opportunities for professional growth through training programs, workshops, and seminars.
2. Career Advancement: We are committed to promoting from within and supporting employees in their career progression.

Performance Management

1. Regular Feedback: Employees receive regular feedback on their performance through formal and informal channels (1:1's with the managers and annual performance reviews).
2. Objective Evaluation: Performance evaluations are conducted fairly, objectively, and consistently, based on predefined criteria and goals.

Grievance and Dispute Resolution

1. Open Communication: The Company encourages open communication and provides multiple channels for employees to voice concerns or grievances.
2. Fair Resolution: All grievances will be addressed promptly and impartially. We ensure that no employee faces retaliation for raising a concern in good faith.

Code of Conduct

1. Professionalism: Employees are expected to always conduct themselves professionally and ethically.
2. Integrity: The Company values integrity and expects all employees to act honestly and with integrity in all business dealings.
3. Confidentiality: Employees must protect confidential information and not disclose it without proper authorization.
4. Fair Business Advertising and Competition: We engage in fair business practices, including advertising and competition. We do not engage in false or misleading practices and strive to compete fairly in the marketplace.
5. A copy of the Company's Code of Conduct may be found here: [Code of Conduct](#)

Compliance and Monitoring

1. Legal Compliance: The Company complies with all applicable labor and employment laws in the jurisdictions where we operate.
2. Policy Review: This policy will be reviewed regularly and updated as necessary to ensure its relevance and effectiveness.
3. Reporting: Instances of non-compliance with this policy should be reported to the Human Resources Department or through the Company's designated reporting channels.

Health and Safety

1. Occupational Health and Safety: We provide a safe and healthy workplace for all employees by identifying, evaluating, and mitigating occupational health and safety hazards. Our practices are designed to prevent accidents and injuries, ensuring compliance with all relevant health and safety regulations. Our Safety Council convenes on a regular basis. Bi-weekly safety walkthroughs are

conducted throughout our manufacturing facility to ensure the highest standards of safety are maintained in every area.

2. **Emergency Preparedness:** Richardson Electronics, Ltd. prepares for and responds to emergencies effectively. We have established emergency plans and response procedures, including fire safety, medical emergencies, and natural disasters. These procedures are regularly tested and reviewed to ensure effectiveness. Our Safety Council has an Emergency Preparedness committee. We have an Emergency Response and Mass Notification System that is designed to provide timely and accurate information during any emergency, critical event or drill.
3. **Occupational Injury and Illness:** We implement procedures and systems to prevent, manage, track, and report occupational injuries and illnesses. Our aim is to eliminate hazards through proper design, engineering, and administrative controls. We make sure medical treatment and follow-up treatment is provided to employees who are injured or become ill due to work-related activities.
4. **Physically Demanding Work:** Recognizing the risks associated with physically demanding tasks, we assess and mitigate ergonomic and manual handling hazards. Workstations and job functions are designed to minimize the risk of injury and strain.
5. **Machine Safeguarding:** Machinery and equipment are evaluated for safety risks, and safeguards are installed to protect employees from injuries. Regular maintenance and inspections ensure that all safety features are functioning correctly.

Anti-Human Trafficking

Federal law, including without limitation Federal Acquisition Regulations, the Victims of Trafficking and Violence Prevention Act, and the Customs Facilitation and Trade Enforcement Reauthorization Act of 2009, each as amended, prohibits trafficking in persons into the sex trade, slavery, and involuntary servitude, and prohibits the importation into the United States of goods produced through forced labor or in connection with human trafficking and the facilitation of any of the foregoing. REL strictly prohibits employees, subcontractors, subcontractor employees, and agents from engaging in human trafficking-related activities. These activities include engaging in sex trafficking, procuring commercial sex acts (even if this practice is legal in the jurisdiction where it transpires), using force, fraud or coercion to subject a person to involuntary servitude, or obtaining labor from a person by threats of serious harm to that person or another person.

REL also prohibits employees, subcontractors, subcontractor employees and agents from engaging in practices relating to trafficking in persons, including:

1. Destroying or otherwise denying access to an employee's identity or immigration documents.
2. Using misleading or fraudulent practices to recruit employees, such as failing to disclose key terms and conditions of employment.
3. Using recruiters who do not comply with local labor laws.
4. Charging employees recruitment fees.
5. Failing to provide return transportation to certain employees who are brought to a country for the purpose of working on a U.S. Government contract.
6. Providing housing, when applicable, that fails to meet host country standards.
7. Failing to provide an employment contract or work document where required by law.

REL will take appropriate disciplinary action for violations of these rules, up to and including discharge of employees, subcontractors, and agents.

REL cooperates fully with the U.S. Government or other appropriate governmental authorities in audits or investigations relating to such violations. Employees of REL are required to cooperate in any internal or external investigation of suspected wrongdoing under this Policy.

All REL employees shall promptly notify REL management of any suspected violation of anti-human trafficking laws and regulations or any conduct related thereto.

Conclusion

Richardson Electronics, Ltd. is dedicated to maintaining a work environment that upholds our core values of respect, integrity, and excellence. By adhering to this Global Employment Policy, we ensure that all employees can contribute to the Company's success while achieving their professional goals.