



## **Bourns, Inc. Kodeks Etike in Ravnanja**

(Velja od: 3. April 2020)

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

(Effective: April 3, 2020)

### **Bourns, Inc. Kodeks Etike in Ravnanja (ta "Kodeks"):**

### **Bourns, Inc. Code of Ethics and Conduct (this "Code"):**

#### **Naša Politika**

Politika družbe Bourns, Inc. in njenih odvisnih družb ("Bourns") je, da vse poslovne zadeve vodi v skladu z najvišjimi standardi poslovne etike in veljavnim pravom ter da po celem svetu ravna kot dober korporativni državljan. Ta politika velja za vse delavce, vodstvene delavce in direktorje v Bournsu.

#### **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.

#### **Naše Stranke**

Bourns je zavezan k ohranjanju zaupanja in spoštovanja svojih strank. Bourns na trgu tekmuje pravično, pošteno in tako, da svojim strankam zagotavlja vrhunske izdelke in storitve. Bourns ne dovoli, odobrava, spodbuja niti ne podpira, neposredno ali posredno prek drugih, nezakonitega ali neetičnega vedenja kot so podkupovanje, koruptivne provizije, izplačila, obljubljanje denarja ali vrednih stvari ali kakršnih koli drugih ravnanj, ki bi se lahko razlagala ali razumela kot koruptivna, nezakonita ali neetična.

#### **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.

#### **Naši konkurenti**

Bourns na trgu konkurira odločno, a pravično in v skladu z veljavnimi konkurenčno-pravnimi predpisi, da se blago in storitve zagotavljajo na podlagi njihove kvalitete. Za pridobivanje konkurenčnih informacij Bourns uporablja le zakonita sredstva.

#### **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.

#### **Naši poslovni partnerji**

Bourns sodeluje le s pooblaščenimi svetovalci, izvajalci, distributerji, zastopniki, prodajalci, prodajnimi zastopniki, trgovskimi agenti in dobavitelji (skupaj "Bournsovi poslovni partnerji"), ki izpolnjujejo ali presegajo

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Bournsove visoke standarde in so sklenili ustrezne pisne sporazume v skladu z Bournsovimi globalnimi politikami in postopki.

### **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.

### **Nasprotje interesov**

Bournsovi delavci se morajo izogibati poslovnim odločitvam, ravnanju ali drugim zunanjim aktivnostim, ki ustvarjajo dejansko ali potencialno nasprotje interesov z njihovimi obveznostmi ali odgovornostmi do Bournsa. Bournsovi delavci morajo zavrniti ravnanja, ki so v nasprotju interesov, ali pa morajo pridobiti navodila in soglasje ustreznih Bournsovih vodilnih delavcev preden začnejo ravnati na način, ki bi se lahko razumel kot potencialno nasprotje interesov. Bournsovih sredstev, vključno z računalniki in računalniškimi sistemi ter drugimi elektronskimi sistemi ali napravami, delavci ne smejo uporabljati za svojo osebno korist.

### **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.

### **Varstvo in primerna uporaba zaupnih in osebnih podatkov**

Bournsovi delavci ne smejo uporabljati finančnih ali nefinančnih podatkov Bournsa za svojo osebno korist. Bourns in njegovi delavci morajo varovati zaupnost in lastništvo (i) Bournsovih podatkov in (ii) podatkov, ki jih drugi Bournsu razkrijejo kot zaupne. Ves čas se mora v skladu z veljavnimi pravnimi in pogodbenimi obveznostmi varovati zaupnost podatkov, ki so dani Bournsu v varstvo, vključno s podatki, ki jih posredujejo stranke in Bournsovi poslovni partnerji, kot tudi podatki o posameznih delavcev ali drugih posameznikih. Podatki, ki se nanašajo na posameznike, se lahko uporabijo le v skladu z navodili, ki so določena v veljavnih politikah in smernicah Bournsa, in le kolikor je to potrebno za izpolnitev zakonitih namenov, kot na primer za izpolnjevanje dodeljenih delovnih obveznosti. Če specifični identifikacijski podatki niso potrebni, si bo Bourns prizadeval, da bo podatke predstavil v agregirani obliki ali na kakšen drug anonimiziran način.

### **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.

### **Odgovorno vodenje finančnih in nefinančnih evidenc**

Vsak Bournsov delavec je odgovoren za pravilno vodenje evidenc, finančno poročanje in za celovitost Bournsovih finančnih podatkov in evidenc. Zaradi izpolnjevanja globalnih in lokalnih obveznosti Bourns hrani vse poslovne evidence za zahtevana obdobja hranjenja, bodisi v papirju ali elektronski obliki.

### **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.

### **Spoštovanje kulturne raznolikosti in zavezanosti k varnem delovnem okolju**

Bourns je enotna družba, ki združuje veliko raznolikih in drugačnih kultur, zato si mora vsak Bournsov delavec prizadevati, da ceni, sprejme koristi, spoštuje in razume druge kulture in običaje. Bournsovi delavci med seboj ne smejo diskriminirati, niti na podlagi rase, barve, prepričanja, veroizpovedi, narodnosti, porekla, državljanstva, starosti, spola niti družbenega spola, spolne identitete ali izražanja spola, spolne usmerjenosti, zakonskega stana, vojaškega ali veteranskega statusa, telesne ali duševne prizadetosti, varovanega zdravstvenega stanja, dednih podatkov niti katere koli druge lastnosti, ki je varovana z veljavnim pravom. Bourns si prizadeva za delovno okolje brez nasilja in ustrahovanja. Nihče ne sme v delovno okolje Bournsa prinesiti orožja. Če opazite kršitev teh pravil, morate kršitev takoj prijaviti kadrovske službi in/ali Bournsovi varnostni službi.

### **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.

### **Zaveza k spoštovanju človekovih pravic, okolju in družbeni odgovornosti**

Bourns, kolikor na to lahko razumno vpliva, podpira in spoštuje varstvo mednarodnih človekovih pravic, določenih v Splošni deklaraciji človekovih pravic Združenih narodov (OZN), temeljnih konvencijah Mednarodne organizacije dela in Desetih načelih globalnega dogovora Združenih narodov. Bourns še zlasti podpira odpravo suženjstva in trgovine z ljudmi na svetu ter učinkovito odpravo vseh oblik prisilnega in otroškega dela v nasprotju z mednarodnimi standardi. Zato si Bourns prizadeva, da iz svoje dobavne verige izloči vsako delo, ki ni svobodno ali ki ne dopušča delavcem svobode gibanja kot na primer zaporniško, odvisno in podrejeno ali tlačansko delo. Bourns bo upošteval te cilje kot merilo pri izbiri in sodelovanju z Bournsovimi poslovnimi partnerji. Bourns si prizadeva sprejeti pobude za spodbujanje okoljske odgovornosti in za razvoj ter izvajanje okolju prijaznih tehnologij, procesov in izdelkov. Bourns se zavzema zmanjšati vpliv na okolje preko svoje celotne dobavne verige. Bourns spodbuja svoje delavce, da izražajo močan občutek družbene odgovornosti tako, da delujejo za izboljšanje skupnosti, v katerih živijo in delajo.

### **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.

### **Odgovornost**

Bournsovi delavci so za svoje obnašanje in ravnanje odgovorni samostojno in skupaj. Vsi delavci morajo spoštovati ta Kodeks, v nasprotnem primeru bodo izvedeni ustrezni disciplinski ukrepi. Bournsovi delavci morajo prijaviti neetično poslovanje, vsako kršitev Bournsovih politik, ali kakršne koli nepoštene, škodljive ali nezakonite aktivnosti. Bourns ne bo ukrepal zoper delavce ali druge osebe, ki v dobri veri prijavijo ravnanje, za katero menijo, da je ali bi lahko predstavljalo kršitev prava, tega Kodeksa ali druge Bournsove politike. Vsak delavec, ki ima vprašanja ali pomisleke glede uporabe ali razlage tega Kodeksa, naj se posvetuje s svojim nadrejenim ali drugim članom uprave, kadrovske službo ali Bournsovim ombudsmanom.

### **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.

### **Dobavitelji in podizvajalci**

Bourns zahteva, da njegovi dobavitelji in podizvajalci spoštujejo ta Kodeks, ki lahko določa višje standarde kot jih zahteva lokalno pravo. Na prošnjo Bournsa mora dobavitelj nemudoma (i) Bournsu posredovati zadevne podatke, (ii) Bournsu ali njegovim zastopnikom omogočiti dostop do svojih prostorov zaradi preverbe in ocene in/ali (iii) v skladu z Bournsovim razumnim zadovoljstvom omogočiti, da se preveri, da dobavitelj in njegovi podizvajalci in dobavitelji razumno ravnajo v skladu s standardi in zahtevami tega Kodeksa.

### **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.

### **Spremembe in popravki**

Ta Kodeks je sprejet in se lahko spremeni, nadomesti in/ali odpravi s strani Bournsa. Bourns si bo prizadeval, da bo dal obvestilo o kakršnih koli bistvenih spremembah tega Kodeksa. Zadnja različica tega Kodeksa je na voljo na Bournsovi spletni strani: <http://www.bourns.com/support/about-us/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-and-registrations>