



## Executive summary

In 2004, the Apple Supplier Code of Conduct was established to ensure suppliers meet our standards for labor and human rights, health and safety, and environmental protections. Every year, we challenge ourselves—and our suppliers—by raising our standards.

The Apple Supplier Code of Conduct draws from internationally recognized standards, and is universally applicable. From a large factory assembling and packaging a product to a small shop creating a custom component, or mining communities that provide the raw materials that come together in the production of an Apple product. All suppliers are required to meet the high standards outlined in our Supplier Code of Conduct.

The associated Apple Supplier Responsibility Standards are the detailed requirements that guide a supplier through the process of implementing our Code of Conduct. Where there are differences between the Code and local legal requirements, the stricter requirement always applies.

The Supplier Code of Conduct is organized into five topics, outlined below.

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### Labor and Human Rights

We believe all people in our supply chain deserve a fair and ethical workplace. Every individual must be treated with dignity and respect, and Apple suppliers must uphold the highest standards of workplace rights.

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### Health and Safety

We expect our suppliers to provide a safe work environment and to fully integrate sound health and safety management practices into their business. Supply chain employees must be able to refuse unsafe work and report unhealthy conditions.

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### Environment

We are committed to protecting the environment, and environmental responsibility is at the core of how we operate. Suppliers must implement and maintain responsible business practices that minimize their impact on the planet.

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### Ethics

Our suppliers must meet strict ethics standards, including providing safe channels for their employees to voice concerns without fear of repercussions, ethical management of business transactions, and protection of intellectual property.

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### Management Systems

Sound management systems and commitment from company leaders are key to the social and environmental well-being of our supply chain. We hold our suppliers accountable to this Code and its Standards. Our suppliers must maintain management systems that facilitate compliance with the Code and the law, identify and mitigate related operational risks, and deliver continuous improvement.



## Code of Conduct

# Apple Supplier Code of Conduct

Apple is committed to the highest standards of social and environmental responsibility and ethical conduct. Apple's suppliers are required to provide safe working conditions, treat workers with dignity and respect, act fairly and ethically, and use environmentally responsible practices wherever they make products or perform services for Apple. Apple requires its suppliers to operate in accordance with the principles in this Apple Supplier Code of Conduct ("Code") and in full compliance with all applicable laws and regulations. This Code goes beyond compliance with applicable laws by drawing upon internationally recognized standards to advance social and environmental responsibility.

When differences arise between standards and legal requirements, the stricter standard shall apply, in compliance with applicable law. This Code outlines Apple's expectations for Supplier conduct regarding labor and human rights, health and safety, environmental protection, ethics, and management practices.

Apple will assess its suppliers' compliance with this Code, and any violations of this Code may jeopardize the supplier's business relationship with Apple, up to and including termination.

This Code applies to Apple suppliers and their subsidiaries, affiliates, and subcontractors (each a "Supplier") providing goods or services to Apple, or for use in or with Apple products.

Additionally, Apple maintains detailed standards ("Standards") that explicitly define our expectations for compliance with this Code.



## Code of Conduct

# Labor and Human Rights

Apple believes all workers in our supply chain deserve a fair and ethical workplace. Workers must be treated with the utmost dignity and respect, and Apple suppliers shall uphold the highest standards of human rights.

### **Anti-Discrimination**

Supplier shall not discriminate against any worker based on age, disability, ethnicity, gender, marital status, national origin, political affiliation, race, religion, sexual orientation, gender identity, union membership, or any other status protected by applicable national or local law, in hiring and other employment practices. Supplier shall not require pregnancy or medical tests, except where required by applicable laws or regulations or prudent for workplace safety, and shall not improperly discriminate based on test results.

### **Anti-Harassment and Abuse**

Supplier shall commit to a workplace free of harassment and abuse. Supplier shall not threaten workers with, or subject them to, harsh or inhumane treatment, including but not limited to verbal abuse and harassment, psychological harassment, mental and physical coercion, and sexual harassment.

### **Prevention of Involuntary Labor and Human Trafficking**

Supplier shall ensure that all work is voluntary. Supplier shall not traffic persons or use any form of slave, forced, bonded, indentured, or prison labor. Involuntary labor includes the transportation, harboring, recruitment, transfer, receipt, or employment of persons by means of threat, force, coercion, abduction, fraud, or payments to any person having control over another person for the purpose of exploitation.

Supplier shall not withhold workers' original government-issued identification and travel documents. Supplier shall ensure that workers' contracts clearly convey the conditions of employment in a language understood by the workers. Supplier shall not impose unreasonable restrictions on movement within the workplace or upon entering or exiting company-provided facilities.

Workers shall not be required to pay employers' or their agents' recruitment fees or other similar fees to obtain their employment. If such fees are found to have been paid by workers, such fees shall be repaid to the worker.

### **Third Party Employment Agencies**

Supplier shall ensure that the third-party recruitment agencies it uses are compliant with the provisions of this Code and the law.

### **Prevention of Underage Labor**

Supplier shall employ only workers who are at least 15 years of age, the applicable minimum legal age for employment, or the applicable age for completion of compulsory education, whichever is highest. Supplier may provide legitimate workplace apprenticeship programs for educational benefit that are consistent with Article 6 of ILO Minimum Age Convention No. 138 or light work consistent with Article 7 of ILO Minimum Age Convention No. 138.

### **Juvenile Worker Protections**

Supplier may employ juveniles who are older than the applicable legal minimum age but are younger than 18 years of age, provided they do not perform work that might jeopardize their health, safety, or morals, consistent with ILO Minimum Age Convention No. 138. Supplier shall not require juvenile workers to work overtime or perform nighttime work.

### **Student Worker Protections**

Supplier shall ensure proper management of student workers through proper maintenance of student records, rigorous due diligence of educational partners, and protection of students' rights in accordance with applicable law and regulations. Supplier shall provide appropriate support and training to all student workers.

### **Working Hours**

A workweek shall be restricted to 60 hours, including overtime, and workers shall have at least one day off every seven days except in emergencies or unusual situations. Regular workweeks shall not exceed 48 hours. Supplier shall follow all applicable laws and regulations with respect to working hours and days of rest, and all overtime must be voluntary.

### **Wages and Benefits**

Supplier shall pay at least the minimum wage and provide any benefits required by law and/or contract. Supplier shall compensate workers for overtime hours at the legal premium rate. Supplier shall communicate pay structure and pay periods to all workers. Supplier shall meet all legal requirements relating to wages and benefits, pay accurate wages in a timely manner, and wage deductions shall not be used as a disciplinary measure. All use of temporary and outsourced labor shall be within the limits of the local law.

### **Freedom of Association and Collective Bargaining**

Supplier shall freely allow workers' lawful rights to associate with others, form, and join (or refrain from joining) organizations of their choice, and bargain collectively, without interference, discrimination, retaliation, or harassment.

### **Grievance Systems**

Supplier shall ensure that workers have an effective mechanism to report grievances and that facilitates open communication between management and workers.



## Code of Conduct

# Health and Safety

Worker health, safety, and well-being is important to Apple. Supplier shall provide and maintain a safe work environment and integrate sound health and safety management practices into its business. Workers shall have the right to refuse unsafe work and to report unhealthy working conditions.

### **Health and Safety Permits**

Supplier shall obtain, keep current, and comply with all required health and safety permits.

### **Occupational Health and Safety Management**

Supplier shall identify, evaluate, and manage occupational health and safety hazards through a prioritized process of hazard elimination, substitution, engineering controls, administrative controls, and/or personal protective equipment.

### **Emergency Preparedness and Response**

Supplier shall identify and assess potential emergency situations. For each situation, Supplier shall develop and implement emergency plans and response procedures that will minimize harm to life, environment, and property.

### **Incident Management**

Supplier shall have a system for workers to report health and safety incidents and near-misses, as well as a system to investigate, track, and manage such reports. Supplier shall implement corrective action plans to mitigate risks, provide necessary medical treatment, and facilitate workers' return to work.

### **Working and Living Conditions**

Supplier shall provide workers with reasonably accessible and clean toilet facilities and potable water. Supplier-provided dining, food preparation, and storage facilities shall be sanitary. Worker dormitories provided by Supplier or a third-party shall be clean and safe and provide reasonable living space.

### **Health and Safety Communication**

Supplier shall provide workers with appropriate workplace health and safety training in their primary language. Health and safety related information shall be clearly posted in the facility.



## Code of Conduct

# Environment

Apple is committed to protecting the environment, and environmental responsibility is at the core of how we operate. Supplier shall develop, implement, and maintain environmentally responsible business practices.

### **Environmental Permits and Reporting**

Supplier shall obtain, keep current, and comply with all required environmental permits. Supplier shall comply with the reporting requirements of applicable permits and regulations.

### **Regulated Substances**

Supplier shall comply with Apple's Regulated Substances Specifications for all goods it manufactures for, and provides to, Apple.

### **Hazardous Waste Management**

Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle hazardous waste.

### **Non-Hazardous Waste Management**

Supplier shall implement a systematic approach to identify, manage, reduce, and responsibly dispose of or recycle non-hazardous waste.

### **Wastewater Management**

Supplier shall implement a systematic approach to identify, control, and reduce wastewater produced by its operations. Supplier shall conduct routine monitoring of the performance of its wastewater treatment systems.

### **Stormwater Management**

Supplier shall implement a systematic approach to prevent contamination of stormwater runoff. Supplier shall prevent illegal discharges and spills from entering storm drains, the public water supply, or public bodies of water.

### **Air Emissions Management**

Supplier shall identify, manage, reduce, and responsibly control air emissions emanating from its operations that pose a hazard to the environment. Supplier shall conduct routine monitoring of the performance of its air emission control systems. Supplier shall regularly quantify, set targets, monitor progress, and reduce its emissions of greenhouse gasses through conservation, use of clean energy, or other measures.

### **Boundary Noise Management**

Supplier shall identify, control, monitor, and reduce noise generated by the facility that affects boundary noise levels.

### **Resource Consumption Management**

Supplier shall regularly quantify, set targets, monitor progress, and reduce consumption of fossil fuel, water, hazardous substances, and natural resources through conservation, re-use, recycling, substitution, or other measures.



## Code of Conduct

# Ethics

Apple expects the highest standards of ethical conduct in all of our endeavors. Supplier shall always be ethical in every aspect of its business, including relationships, practices, sourcing, and operations.

### Responsible Sourcing of Materials

Suppliers shall exercise due diligence on relevant materials in their supply chains. Suppliers shall develop particular due diligence policies and management systems in order to identify applicable risks and take appropriate steps to mitigate them. Due diligence shall be conducted to the material processing level in order to determine whether relevant materials originate from regions with high risks, which include areas associated with conflict, worst forms of child labor, forced labor and human trafficking, gross human rights violations such as widespread sexual violence, or other reasonably objective high risk activities, including severe health and safety risks and negative environmental impacts.

### Business Integrity

Supplier shall not engage in corruption, extortion, embezzlement, or bribery to obtain an unfair or improper advantage. Supplier shall abide by all applicable anti-corruption laws and regulations of the countries in which it operates, including the Foreign Corrupt Practices Act (FCPA) and applicable international anti-corruption conventions. Suppliers shall have a policy restricting the giving and acceptance of gifts. Gifts include items such as cash, or cash equivalents including entertainment, gift cards, product discounts, and non-business activities. Suppliers shall have a process to investigate and report any violations to the policy.

### Disclosure of Information

Supplier shall accurately record information regarding its business activities, labor, health and safety, and environmental practices and shall disclose such information, without falsification or misrepresentation, to all appropriate parties and as required by law.

### Protection of Intellectual Property

Supplier shall respect intellectual property rights and safeguard customer information. Supplier shall manage technology and know-how in a manner that protects intellectual property rights.

### Whistleblower Protection and Anonymous Complaints

Supplier shall provide an anonymous complaint mechanism for managers and workers to report workplace grievances. Supplier shall protect whistleblower confidentiality and prohibit retaliation.

### Community Engagement

Supplier is encouraged to help foster social and economic development and contribute to the sustainability of the communities in which it operates.

### C-TPAT

To the extent that Supplier transports goods for Apple into the United States, Supplier shall comply with the C-TPAT (Customs-Trade Partnership Against Terrorism) security procedures on the U.S. Customs website at [www.cbp.gov](http://www.cbp.gov) (or other website established for such purpose by the U.S. government).



## Code of Conduct

# Management Systems

Apple believes that sound management systems and commitment are key to enriching the social and environmental well-being of our supply chain. Apple holds its suppliers accountable to this Code and all of its Standards. Supplier shall implement or maintain, as applicable, management systems that facilitate compliance with this Code and the law, identify and mitigate related operational risks, and facilitate continuous improvement.

### **Company Statement**

Supplier shall develop a company statement affirming its commitment to high standards of social and environmental responsibility, ethical conduct, and continuous improvement. Supplier shall post this statement in the primary local language at all of its facilities.

### **Management Accountability and Responsibility**

Supplier shall identify company representatives responsible for ensuring implementation and periodic review of its management systems. Supplier shall have a Corporate Social Responsibility (CSR) or Sustainability representative that reports directly to executive management and has the responsibility and authority to manage social and environmental compliance requirements for the business.

### **Risk Assessment and Management**

Supplier shall develop and maintain a process to identify labor and human rights, health and safety, environmental, business ethics, and legal compliance risks associated with its operations; determine the relative significance of each risk; and implement appropriate procedures and controls to minimize the identified risks.

### **Performance Objectives with Implementation Plans and Measures**

Supplier shall have written standards, performance objectives, targets, and implementation plans, including periodic assessments of the performance against those objectives.

### **Audits and Assessments**

Supplier shall perform periodic evaluations of its facilities and operations, and the facilities and operations of its subcontractors and next-tier suppliers that provide goods or services to Apple to ensure compliance with this Code and the law.

Supplier will permit Apple and a third party designated by Apple to periodically evaluate Supplier's facilities and operations, and those of its subcontractors and next-tier suppliers, to the extent they are providing goods or services to Apple, for Apple's benefit, or for use in Apple products.

### **Documentation and Records**

Suppliers shall maintain appropriate documents and records to ensure regulatory compliance.

## **Training and Communication**

Supplier shall develop and maintain management and worker training programs to facilitate proper implementation of its policies and procedures and to fulfill Supplier's continuous improvement objectives.

Supplier shall have a process for communicating clear and accurate information about its performance, practices, policies, and expectations to its workers, next-tier supplier(s), and customers.

Supplier shall have an ongoing process to obtain feedback on its practices related to this Code and to foster continuous improvement.

## **Corrective Action Process**

Supplier shall have a process for timely correction of any deficiencies or violations identified by an internal or external audit, assessment, inspection, investigation, or review.

## **For more information**

For more information about Apple's Supplier Responsibility program, visit <http://www.apple.com/supplier-responsibility>.

This Code draws from industry and internationally accepted principles such as the Responsible Business Alliance (RBA) formerly known as the Electronic Industry Code of Conduct (EICC), Ethical Trading Initiative, International, SA 8000, the ILO's Code of Practice in Safety and Health, National Fire Protection Association, Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises, the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas, and OHSAS 18001.

This Code is not intended to create new or additional rights for any third party. Version 4.5.

Apple Supplier Code of Conduct

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