



BUREAU VERITAS



CODE OF CONDUCT (page 1)

INSPECTION, AUDIT & ASSESSMENT

Factory Integrity Acknowledgment

Bureau Veritas Hong Kong Limited,
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www.cps.bureauveritas.com

Inspection / Audit No.:	10223100007
Factory / Supplier:	POTIOP FIC 10 CORDA & PARTS SPC
Inspection / Audit Date:	10-11 NOVEMBER 2022


Dear Supplier,

Bureau Veritas, Consumer Products Services Division provides independent, impartial and objective assessment and inspection services for our global clientele. Our assessment and/or inspection findings will be duly recorded and reported to our clients. We request your cooperation to enable us to effectively execute this process.

We operate a strict Code of Ethics, which prohibits the direct or indirect acceptance of gifts, payment or benefit in any form. This Code of Conduct letter is presented to the management of your facility for the purpose of setting out acceptable conduct whilst our representatives perform their job at your facility. We ask that you read this document and sign it to confirm your understanding and agreement.

1. Never, under any circumstances, give in to demands or requests for benefits or payments from a BV representative. If a BV representative asks for any direct or indirect benefit, you must contact the BV office or the contact details below. You must also contact BV immediately for any other issues or concerns on the BV representative/s assigned for the service.
2. Never, under any circumstances, collude or offer a facilitation payment, bribe, gift or any other benefit to a BV representative. Any benefit given to a BV representative will be construed as a corrupt practice and will be reported to our client. This includes "tea money", "hardship appreciation", or any other benefits regardless of the actual value.
3. BV is committed to fully complying with local laws and regulations, including such on anti-corruption and bribery. Where appropriate, BV will not hesitate to alert or cooperate with law enforcement authorities on suspected or actual offenses.
4. Do not put any undue pressure on our representatives to execute their work if conditions stipulated by the client are not met. Also, do not put any undue pressure on our representatives to amend the results or recording of their findings.
5. During the work execution, our representatives may be required to take photos of the factory facilities, products being inspected or assessment/inspection processes in order to validate findings. Please ensure this process is not obstructed. Documents, pictures, or any other information gathered during the course of the BV service will be kept confidential.
6. Provide a safe environment that allows BV representatives to do their job properly. This may mean assistance with locating, moving and opening cartons for inspections and arranging a private and suitable place for audits. It also means pointing out any safety hazards, and providing appropriate personal protective equipment and necessary training regarding any risk that may be encountered. BV representatives will check the working environment in accordance with BV's safety requirements in the "2 Minutes for my safety assessment form". In case potential risks are identified, which may jeopardize auditors' and inspectors' health or safety, they have the right to discontinue the services if you cannot eliminate such risks.
7. We require factory to assign only authorized personnel to be present in the inspection / audit room to coordinate during BV services, so that there is no overcrowding. After completion of the service, the findings will be discussed only once and therefore factory should arrange their authorized personnel to be present during the closing meeting.
8. We require only authorized factory representative to sign the report prepared by our representatives to acknowledge the execution of their work and findings.
9. In some cases we are asked by client to submit hand written reports and digital images from the factory and would request that our representatives use your facilities. With regards to inspections, our representatives will request to take shipment samples for verification.
10. Trainee(s) may accompany senior inspectors /auditors on the visit to your factory. If needed, an interpreter may also accompany the BV representative. Their presence will neither result in additional charges to you, nor affect the final results.
11. To ensure that services are performed in compliance to the requirements, we may send mystery inspectors/auditors to perform services or other BV representatives to perform surprise checks, onsite observations and report to our client any deviations or breach of the policy.

"BUREAU VERITAS PROPRIETARY- unpublished work, copyright [2013] Bureau Veritas - DO NOT DISCLOSE OUTSIDE YOUR ORGANISATION WITHOUT BUREAU VERITAS PRIOR WRITTEN CONSENT".

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12. If the BV Inspection service is being filmed on any surveillance camera in your factory, the recording should not infringe the privacy rights of the BV employee/s. The recording should only be used for internal security purposes, and shall not be reproduced or shared with any external party, including to support any claim or litigation, without the written consent of Bureau Veritas.

PART 1: Factory declaration (To be filled by the factory once BV COC is explained by the BV staff).

We confirm that we received the BV Code of Conduct and that the contents were explained by the BV representative, Mr. / Ms. PAULENA GRASSO on 10/11/2022 at 9:00 and we understand the contents, spirit and intent of the BV procedure on Integrity. The following BV representatives were present during the service (including onsite observers present full time during the service):
SOCIAL

[Signature]
 Signature of Factory Representative

035 832 993
 Factory Representative's contact number

PART 2: Factory declaration (To be filled by the factory after completion of the service. In case there is anything to declare confidentially, specific details can be sent directly to ethics@hk.bureauveritas.com).

Item	Please declare if benefits were offered to the BV staff ✓	Yes	No	Item	Please declare if benefits were offered to the BV staff ✓	Yes	No
A	Meals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	B	Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C	Accommodation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D	Money	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E	Gifts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	Other Benefits/Favors	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explain details of free or subsidized benefits offered							
G	Please declare about use/role of consultants ✓	Yes	No	Explain details of the consultant			
Were you contacted by a consultant for this inspection/audit?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, please specify when, who and why.			
Have you used a consultant's services for this inspection/audit?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, please specify when, who and why.			

We acknowledge that the above information is true and accurate. We understand that BV could and will report to program clients and/or law enforcement authorities any suspected improprieties or illegal activities.

We also acknowledge that the BV representative/s explained the findings of the service and we agree with it.

[Signature]
 Signature of Factory Representative

RINALDO FRATTINI / SALES MANAGER
 Name and Designation

11/11/2022
 Date and Time

Bottonificio CORNA & FRATTINI
 Via Cesare Battisti
 Tel. 035.832993 - Fax 035.832419
 C.F. e P. IVA 00608560165

Please contact the following to make any complaints or suggestions:

Complaints mailbox:	Ethics@bureauveritas.com
Jamey Appler Vice President & CPS General Counsel, Risk and Compliance Officer	Tel: +1 716 505 3582 Email: jamey.appler@bureauveritas.com