



LITTELFUSE  
SOCIAL  
RESPONSIBILITY



Expertise Applied | Answers Delivered

## LITTELFUSE SOCIAL RESPONSIBILITY

Littelfuse has implemented social responsibility programs that apply across our organization and to our suppliers. These programs are based on our core company values and are integrated into our corporate culture. Littelfuse policies are modeled on the EICC Code of Conduct and they meet or exceed the EICC standards. We are committed to upholding the highest levels of integrity and are continuously working to improve social, ethical and environmental conditions across our industries.



## LITTELFUSE SOCIAL RESPONSIBILITY

### OUR PEOPLE

Littelfuse has implemented employment policies based on our belief that a diverse and motivated workforce is vital to our success. Littelfuse is committed to providing our employees with fair treatment and equal opportunity. Littelfuse prohibits discrimination based on age, ethnicity, sex, disability, marital or family status, national origin, race, religion, sexual orientation or any other legally protected status.

Littelfuse emphasizes workplace safety and takes steps to ensure each of our facilities complies with all applicable health and safety regulations. Littelfuse expects its employees and suppliers to comply with the following principles:

**1) Freely Chosen Employment**—Forced, bonded or indentured labor or involuntary prison labor is not permitted. 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 as a condition of employment.

**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. 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 their health or safety.

**3) Working Hours**—Workweeks are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations. Workers shall be allowed at least one day off per seven-day week.

**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. Workers are entitled and shall receive documentation of their wages, such as a pay stub, in a timely manner.

**5) Humane Treatment**—Disciplinary policies and procedures shall be clearly defined and communicated to workers. Harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers or the threat of any such treatment will not be tolerated.

**6) Non-Discrimination**—Discrimination based on race, color, age, gender, sexual orientation, ethnicity, disability, pregnancy, religion, political affiliation, union membership or marital status in hiring and employment practices such as promotions, rewards, and access to training is not allowed. In addition, workers or potential workers should not be subjected to medical tests that could be used in a discriminatory way.

**7) Freedom of Association**—The rights of workers to associate freely, join or not join labor unions, seek representation, join workers' councils in accordance with local laws shall be respected. Workers shall be able to communicate openly with management regarding working conditions without fear of reprisal, intimidation or harassment.

**8) Conflict Metals**—Littelfuse supports the objective of Sec. 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act to discourage companies from using “Conflict Minerals” (as defined below), and is committed to ensuring that Conflict Minerals stay out of our supply chain. We require our suppliers to identify the source of their Conflict Minerals as accurately as possible. Suppliers can help stop human rights abuses by choosing to source exclusively from “conflict free mines.”

“Conflict Minerals” or “Conflict Metals” include gold (Au), tantalum (Ta), tungsten (W) and tin (Sn) sourced from mines in conflict areas controlled by armed groups, including, but not limited to, the Eastern Region of the Democratic Republic of Congo (DRC).

Littelfuse actively works with customers and suppliers to increase supply chain transparency and to avoid the use of Conflict Minerals. Littelfuse reserves the right to request our suppliers use all commercially reasonable efforts to supply commodity metals to Littelfuse that are “conflict free,” and to certify to such a designation whenever possible.





## OUR FACILITIES

The health and safety of our employees is a top priority for Littelfuse. Littelfuse actively promotes workplace safety and health by:

- Identifying, monitoring and addressing workplace hazards and working to reduce or eliminate workplace dangers;
- Requiring employees to actively participate in daily safety initiatives through regular training and providing a method to report safety hazards and violations without fear of retribution; and
- Strictly prohibiting the possession and/or use of weapons, other dangerous devices, illegal drugs and alcohol by all employees, customer, suppliers, contractor or visitor on any company property

Littelfuse supports the following health and safety standards and encourages our suppliers to do the same:

**1) Occupational Safety**—Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicles, and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventative maintenance and safe work procedures (including lockout/tagout), 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.

**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 emergency drills, appropriate fire detection and suppression equipment, adequate exit facilities and recovery plans.

**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.

**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) 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 minimized.

**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.

**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 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.

**8) Substance-Free Workplace**—Drug and alcohol use is strictly forbidden at every Littelfuse location. Employees, contractors and suppliers may never possess, sell or use illegal drugs on Littelfuse property. Use of prescription drugs is permitted so long as the use is consistent with a physician's orders. Alcohol possession or use is also strictly forbidden, unless it has been approved by management or human resources for a specific company event.



## OUR ENVIRONMENT

Environmental Sustainability is an integral and fundamental part of our business. Littelfuse is committed to minimizing the environmental impacts of its operations through various continuous improvement programs. It is the practice of Littelfuse to:

- Comply with all applicable laws and regulations worldwide, including various evolving RoHS (Restriction of Hazardous Substances) and REACH (Registration, Evaluation and Authorization of Chemicals) regulations
- Reduce and eliminate the use of hazardous materials in our products
- Reduce the amount of raw materials used in operations and promote recycling and use of recycled materials
- Prevent pollution by reducing and eliminating emissions to the environment
- Work closely with our customers and suppliers to minimize their overall impact on the environment
- Communicate environmental issues with all Littelfuse associates through training programs and meetings
- Monitor our environmental performance on a regular basis and communicate our progress to all interested parties

Littelfuse further requires suppliers to comply with all applicable environmental laws and regulations, including RoHS, REACH and those relating to radioactive metals and substances. Suppliers are also expected to comply with any customer specific material restrictions.

Littelfuse has embraced the ISO 14001 framework as its first-line strategy for building an infrastructure to achieve compliance with both the EU directives and market needs and our environmental policies meet or exceed the following requirements:

**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 strictly followed.

**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.

**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.

**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.

**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) Product Content Restrictions—**Participants are to adhere to all applicable laws, regulations and customer requirements regarding prohibition or restriction of specific substances, including labeling for recycling and disposal.





## OUR COMMUNITIES, ETHICS AND SUPPLIERS

### OUR COMMUNITIES

Littelfuse recognizes our obligation to be a responsible community member. Littelfuse encourages all employees, executives and management personnel to participate in activities aimed at bettering the communities in which we live and work. Littelfuse demonstrates its commitment to community initiatives through a charitable giving program.

### OUR ETHICS

Littelfuse is committed to conducting business with integrity. Littelfuse has a comprehensive Code of Conduct that establishes the company's core ethics and business standards. All employees, executives and management personnel are required to comply with our [Business Code of Conduct](#).

### OUR SUPPLIERS

Littelfuse expects our suppliers to comply with our commitment to Corporate Social Responsibility. Suppliers working with Littelfuse are responsible for knowing and understanding our policies and ensuring that those policies are reflected in their daily business activities. Suppliers have a responsibility to report to Littelfuse any instance of non-compliance they may observe. Littelfuse reserves the right to audit supplier records and facilities to ensure our suppliers are in compliance.

Littelfuse recognizes that our corporate social responsibility efforts and our supply chain sustainability goals are constantly evolving and we are committed to working collaboratively with our suppliers to ensure continuous improvement toward these goals.

We encourage our supply chain partners to establish a sustainable management system to comply with our commitment to social responsibility that contains the following elements:

- 1) Company Commitment**—Corporate social and environmental responsibility policy statements affirming commitment to compliance and continual improvement, endorsed by executive management.
- 2) Management Accountability and Responsibility**—Clearly identified company representatives responsible for ensuring implementation and monitoring of the management systems and associated programs.
- 3) Legal and Customer Requirements**—Identification, monitoring and understanding of applicable laws, regulations and customer requirements.
- 4) Risk Assessment and Risk Management**—Processes to identify the environmental, health and safety and labor practice and ethics risks associated with company operations and implementation of appropriate procedural and physical controls to mitigate the identified risks and ensure regulatory compliance.
- 5) Improvement Objectives**—Written performance objectives, targets and implementation plans to improve social and environmental performance, including periodic assessments.

**6) Training**—Programs for training managers and workers to implement policies, procedures and improvement objectives and to meet applicable legal and regulatory requirements.

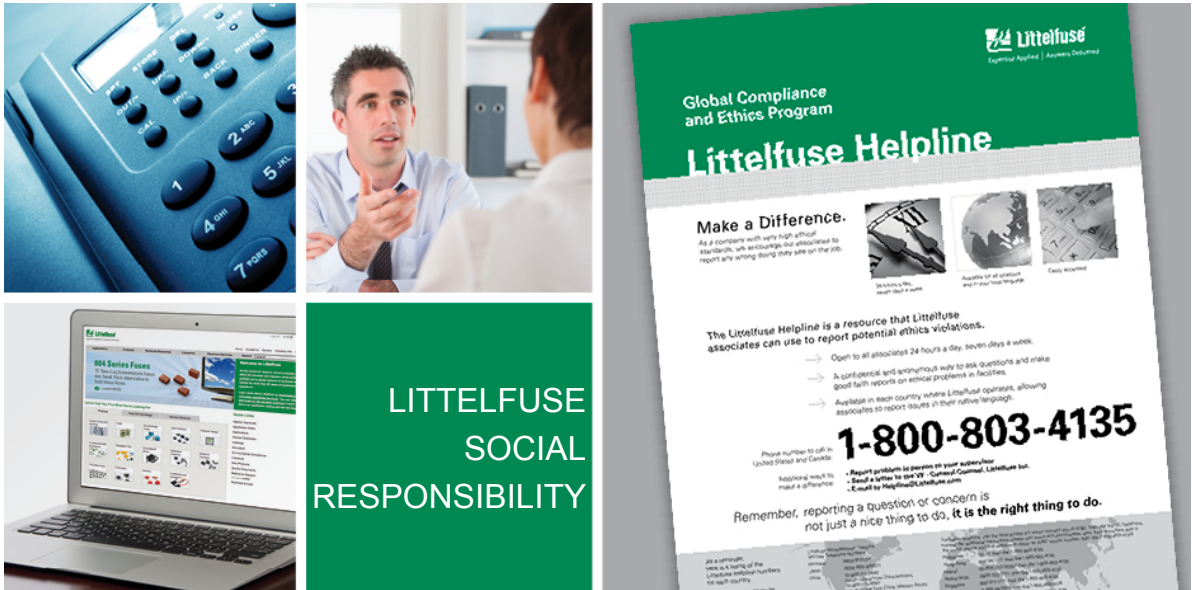
**7) Communication**—Process for communicating clear and accurate information about policies, practices, expectations and performance to workers, suppliers and customers.

**8) Worker Feedback and Participation**—Processes to assess employees' understanding of and obtain feedback on practices and conditions covered in the Social Responsibility guides and to foster continuous improvement.

**9) Audits and Assessments**—Periodic self-evaluations to ensure conformity to legal and regulatory requirements, the content of this guide and customer contractual requirements related to social and environmental responsibility.

**10) Corrective Action Process**—Process for timely correction of deficiencies identified by internal or external assessments, inspections, investigations and reviews.

**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.



## REPORTING AND ENFORCEMENT

Littelfuse requires its employees, executives and management personnel to immediately report any violations of our company policies. Reports may be made to any supervisor, the Human Resources Department, any Littelfuse corporate officer, the General Counsel, the Chairman of the Audit Committee of the Board of Directors, or the Littelfuse Global Compliance and Ethics Helpline. Compliance with the various Littelfuse policies is a condition of employment. Retaliation for reporting an incident is strictly prohibited. Reports of non-compliance can be sent to [Helpline@Littelfuse.com](mailto:Helpline@Littelfuse.com).

Littelfuse is committed to continuous improvement in all areas of social responsibility and regularly reviews, improves and updates relevant company policies.