



## GUIDELINES FOR BASIC WORKING CONDITIONS

Gentex is committed to providing working conditions at all our global facilities that are appropriate under applicable laws and are in-line with Gentex's culture and [Code of Business Conduct](#).

- **Use of Child Labor is Prohibited.** In no event will the Company employ any person below the age of 15 except as part of a government allowed job training or apprenticeship program that benefits the participants.
- **Forced Labor is Prohibited.** The Company will not use forced labor in any form and will not tolerate physically abusive practices. The Company is committed to preventing acts of modern slavery and human trafficking from occurring within its business and supply chain and encourage suppliers to follow the same high standards.
- **Anti-Retaliation.** The Company strongly prohibits any retaliation against any employee who, in good faith, has registered a complaint or who cooperates with an investigation under our non-discrimination policies. Employees shall be able to communicate openly with management regarding working conditions without fear of retaliation, intimidation or harassment.
- **Compensation.** Compensation and benefits paid to employees shall be competitive and consistent with applicable laws, including those relating to minimum wage, overtime hours and legally required benefits.
- **Working Hours.** The Company will comply with applicable laws regulating hours of work.
- **Anti-Harassment and Discrimination.** All of our employees have the right to work in an environment that is free of inappropriate discrimination and harassment. This right is supported by the commitment and pledge made by our management team.
- **Equal Opportunity Employer.** The Company supports an environment of equal employment opportunities and will maintain and conduct all practices relating to recruitment, hiring, promotion, discipline and other terms and conditions of employment in a manner which does not discriminate on the basis of race, color, religion, national origin, ethnicity, age, sex (including pregnancy, gender identity, gender expression, and sexual orientation), disability, marital status, military service, height, weight, genetic information, or any other characteristic protected by law.
- **Grievance Reporting and Anonymous Reporting.** The Company has strong values of responsibility and integrity, which is included in our Code of Conduct. We also have multiple channels for reporting, including filing an anonymous report regarding human rights, business ethics violations or other concerns using the [Ethics Reporting Site](http://www.gentex.ethicspoint.com) (www.gentex.ethicspoint.com).