

Human Rights Policy

Our Human Rights Policy governs all employment and work activities regarding Knowles employees in our facilities worldwide. It is based on our long-standing key beliefs of uncompromising integrity and constant respect for people, and is consistent with the core tenets of the International Labor Organization's fundamental conventions and the United Nations Universal Declaration of Human Rights, and informed by other internationally recognized standards including the Responsible Business Alliance, whose tenets we endorse. Knowles continually seeks opportunities for improving its human rights program. We are committed to maintaining a high-quality program through self assessments, industry collaboration, benchmarking and stakeholder engagement.

Anti-Discrimination And Retaliation

We employ people on the basis of their ability to do the job, and we prohibit discrimination based on employees' personal characteristics, conditions or beliefs. Retaliation against anyone who reports in good faith a concern to Knowles about actual or suspected violations of this policy will not be tolerated.

Freely Chosen Employment

We do not use forced, slave, prison or indentured labor, including debt bondage. We ensure that terms of employment of our employees and contract workers are voluntary. If we recruit contract employees, we pay agency recruitment fees unless prohibited by law and ensure there are no unreasonable employment, relocation or end-of-service expenses. We do not require any employee or contract worker to remain in employment for any period of time against his or her will, or engage in practices that restrict their ability to terminate employment. We do not require employees, contract workers to lodge "deposits" or hand over government-issued identification, passports or work permits as a condition of employment, unless required by applicable law. We do not use deceptive, misleading or fraudulent practices during recruitment of employees. As part of the hiring process, we provide written employment agreements in native language that contain a description of terms and conditions of employment.

No Child Labor

Our hiring practices conform to the International Labor Organization ("ILO") conventions for minimum age (Convention 138) and child labor (Convention 182). Employees under the age of 18 should not perform hazardous work and should be restricted from night work if it interferes with educational needs.

Fair Working hours

We manage operations to ensure that overtime does not exceed levels that create inhumane working conditions. We do not require employees to work more than the maximum hours of daily labor set by local law. We do not require, on a regularly scheduled basis, work in excess of 60 hours per week or in excess of six consecutive days without a rest day.

Wages and Benefits

Our employees are paid at least the minimum legal wage or, where no wage law exists, the local industry standard. We pay for overtime at a rate that at least meets the local legal requirement. In any event, we provide wages and benefits to our employees to at least meet basic needs. For each pay period, we provide employees with an understandable wage statement that includes sufficient information to verify accurate compensation for work performed. We do not make deductions from wages as a disciplinary measure.

Freedom Of Association And Collective Bargaining

We recognize the right of our employees to join associations of their own choosing or to refrain from joining, and the right to collective bargaining, unless otherwise prohibited by law. In all cases, we respect employees' rights to open communication, direct engagement, and humane and equitable treatment. We do not discriminate or retaliate against employees for engaging in union organizing and collective bargaining activities, or in other forms of collective representation.

Safe, Healthy And Respectful Working Conditions

We provide a safe, healthy and respectful work environment for employees. In cases where we provide housing or dining facilities, we operate and maintain them in a safe, sanitary and dignified manner.

No Harsh or Inhumane Treatment

The safety and security of employees at our facilities are key priorities. We prohibit the physical abuse and harassment of employees, as well as the threat of either.

Reporting and Transparency

Individual employees are responsible for complying with this policy. Employees are expected to report violations or suspected violations of this policy to their supervisor, their local Human Resources representative, the Legal Department or the global Hotline. We encourage our customers and suppliers to also report any concern they may have to the Company through any number of different resources including our global Hotline.

Failure to comply with this policy is a violation of [Knowles Code of Business Conduct and Ethics](#) and is the basis for disciplinary action that may include termination of employment. In some cases, individual civil or criminal penalties may also apply.

Training

We are committed to conducting ongoing human rights due diligence and to engage with our key stakeholders around the world to continue to improve our approach. We will develop and implement training on this policy for key Knowles employees and business partners, and report on our progress.

This policy applies to Knowles operations worldwide.