



# Supplier Requirements

This document outlines QorTek, Inc requirements that its QMS-approved suppliers must meet or exceed certain standards to ensure that our customers receive the level of service required to ensure compliance with AS9100 and to meet or exceed our customers' requirements of quality, safety, reliability, and service.

These requirements are nothing more than good business practices, that every business should follow.

This document is not intended to conflict with or modify the terms of supplier contracts with QorTek, Inc. If a contract requirement (and/or an applicable law or regulation) addresses the same areas as covered in this document, supplier must comply with the contract (and/or legal) requirement.

Our Suppliers are an important part of our business and responsible behavior is important to the reputation and success of QorTek, Inc.

## Requirements

- **Business Integrity**
  - Suppliers shall comply with all applicable laws and regulations and should not tolerate, permit or engage in bribery, corruption, or unethical practices. Our suppliers should support fair competition and avoid conflicts of interest and should maintain management systems supporting these expectations.
- **Health, Safety, Security, Environmental and Social Performance**
  - Suppliers shall have a systematic approach to HSSE & SP management, designed to ensure compliance with all applicable laws and regulations and to achieve continuous performance improvement. We expect suppliers:
    - Are committed to protect the environment in compliance with all applicable environmental laws and regulations.
    - Use energy and natural resources efficiently.
    - Continually look for ways to minimize waste, emissions, and discharge of their operations, products, or services.
    - Respect their neighbors and contribute to the societies in which they operate.
    - Manage the social impacts of their activities carefully and to enhance the benefits to local communities.
    - Recognize that regular dialogue and engagement with stakeholders is essential.
    - Seek to listen and respond to interactions with employees, business partners, and local communities honestly and responsibly.
- **Labor and Human Rights**
  - Suppliers shall conduct their activities in a manner that respects human rights as set out in the UN Universal Declaration of Human Rights and the core conventions of the International Labor Organization (ILO) including ensuring:
    - No use of child labor.
    - No use of forced, prison, or compulsory labor.
    - Compliance with all applicable laws and regulations on freedom of association and collective bargaining.

- A safe, secure, and healthy workplace and not tolerating discrimination, harassment, or retaliation.
  - Compliance with all applicable laws and regulations on working hours.
  - Providing wages that meet and benefits that meet or exceed the national legal standards.
- **International Trade Compliance**
  - Suppliers shall conduct business in compliance with all applicable laws and regulations governing:
    - Export, re-export, import of products, technical data, software and services; and
    - Economic sanctions and embargoes.
- **Prevention of Counterfeit Components**
  - Suppliers shall only use parts from Original Equipment or Component Manufacturers or their authorized sources, and to comply with applicable laws, regulations, and industry 'best practices' protocols when conducting business with QorTek, Inc.
- **Accurate Record Keeping**
  - Suppliers shall accurately and securely capture, store and retain, as appropriate, business records.
  - Suppliers shall follow all government regulations and laws pertaining to security of documents and provide training certs and/or clearances if required.
- **Record Retention**
  - QorTek Inc requires all vendors/suppliers to retain all records for a minimal of 5 years, unless specified in a contract/Purchase order.
- **Workplace /Employees**
  - QorTek Inc expect our vendors/suppliers to comply with applicable laws and regulations on pay benefits, working hours, health and safety, and the rights of individuals to join trade unions and participate in collective bargaining.
  - QorTek expects our vendors/suppliers to comply with applicable non-discrimination laws and regulations. We also expect our vendors/suppliers to ensure that employees may perform work in an environment that is free from harassment and other abusive conduct.
  - QorTek expects our vendors/suppliers to hire qualified and competent employees. To provide training necessary for their jobs.
- **Certificate of Compliance / Special Processes**
  - Suppliers shall provide a signed supplier certificate of compliance / certificate of conformance that certifies that all the requirements of the purchase order have been completed with each shipment. The certificate shall identify the part number – including revision, quantity, job number and purchase order number.
- **Flow-Down Requirements**
  - Suppliers shall flow-down to sub-tier vendors/suppliers the applicable requirements as required by the purchase order either specifically or by reference. If it is determined that the vendors/suppliers are responsible for: A) The root cause of a non-conforming product, B) ineffective Correction Actions, or C) Failure to respond within the specified time, a Corrective Action will be issued by QorTek Inc.

Failure to comply with QorTek Inc's corrective Action process can result in the suspension of the vendors/supplier's approved status.

- **Non-conforming product**
  - Suppliers shall notify QorTek Inc of any potentially nonconforming product prior to shipment and await approval by QorTek before product is shipped. Upon approval, nonconforming product must be clearly identified and packaged separately from any other product in the shipment.
- **Changes in Product or Process**
  - Suppliers shall notify QorTek Inc of any changes in the product and/or process used in the manufacture or processing of the product. QorTek Inc reserves the right for approval of the product, parts, materials used, processes performed, or equipment utilized by the vendor/supplier in fulfilling QorTek Inc purchase order.
- **Right of Access**
  - Suppliers Shall agree to the right of entry and access for QorTek Inc, its customers or regulatory agencies into all facilities and access to all records, at any level of the supply chain, involved under the performance of the purchase order or contract upon request.
- **Conflict Materials**
  - Suppliers shall conduct appropriate due diligence, where reasonably feasible, to identify, report and take remedial action, if their products contain conflict minerals (tin, tantalum, gold and tungsten, etc.) that are used to finance conflict in the Democratic Republic of Congo, adjoining countries, or other conflict-affected or high-risk areas. Where applicable local laws and regulations exist in the jurisdiction in which the supplier operates, we expect our suppliers to comply with such laws and regulations.
- **Quality and Calibration Systems**
  - Suppliers shall have and maintain a documented Quality Management System which is acceptable and appropriate for the items or services supplied. Preference shall be given to vendors/suppliers who have a QMS certified to the current revisions of ISO:9001.

By accepting any Purchase Order, you are agreeing to our requirements listed above.

Any Questions or Comments regarding this document, please contact the Quality Department at [Quality@QorTek.com](mailto:Quality@QorTek.com)